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Part 5 – Regulations for Research Studies Programmes

To follow

Academic Regulations

Definitions

Advanced Standing refers to prior certificated study, at another institution, that is deemed to be equivalent to QMUL modules from which exemption is being sought.

Assessed Coursework refers to coursework that a student is required to complete and submit, and which contributes (either in whole or in part) to the module mark and award.

College refers to Queen Mary and Westfield College which operates under the name of Queen Mary, University of London (QMUL).

College Mark refers to the weighted average of a student's performance calculated in accordance with the regulations for the award, on which the classification of the award is based.

Core Module is a module that must be passed in order that the award regulations can be met.

Module Assessment refers to assessment of the performance of a student on a module, which may include a variety of elements and forms, including assessed coursework, a written examination or a project report.

Course or Course Unit in these regulations is referred to as 'module'. Course or course unit refers to an individual, assessed component of teaching and learning that, when packaged forms an element of study. In most cases a value, either course unit or academic credit, is allocated to a course.

Course Unit Scheme refers to subjects that are offered in conjunction with other subjects leading to joint awards or single honours.

Delegated Authority refers to instances where the authority invested in an individual or body is delegated to another individual or body for the purposes specified.

Developmental Year refers to a year of a programme which is usually one academic year of full-time study, during which a student is normally required to be registered for modules to the value of 8 modules. A developmental year for part-time students normally lasts two academic years.

Dissertation, also known as project or research project, refers to an extended piece of independent study that is assessed by the output report or long essay. In many masters programmes, the dissertation/project comprises a significant proportion of the programme. In these regulations, references to dissertation are also referring to research project or project.

Element of Assessment refers to an individual item of assessment; the assessment for a module may comprise several elements of assessment.

Enrolment refers to a process that leads to an individual with an offer of a place to study becoming a student of the College.

Field of Study refers to a description of the modules passed by a student, which is represented in the title of the degree awarded to that student.

First Sit refers to a situation when a student who is due to take an assessment for the first time is absent from that assessment due to extenuating circumstances acceptable to the examination board, and is granted an entitlement to sit the examination at the next available opportunity, as if for the first time.

Invigilated Examination refers to a timetabled summative examination, which contributes (either in whole or in part) to the module result.

Level or academic level refers to the academic standing of a module in the context of its discipline: each module will be ascribed a level on the following scale:

- 0 Foundation (pre-degree level)
- 1 Introductory
- 2 Intermediate
- 3 Final
- M Masters (previously referred to as level 4)

Module refers to an individual assessed component of teaching and learning that is packaged to form a programme of study. In most cases a value, either course unit or academic credit is allocated to a module.

Module Mark refers to the overall module result that may be an aggregate of marks for components of assessment. These may be weighted.

Pathway refers to a specific combination of modules within a programme leading to a named award.

Programme regulations refers to the regulations of a programme of study, approved by Academic Board or its delegated authority.

Programme of study (programme) refers to an overall package of modules approved by Academic Board, or its delegated authority, to lead to an award of the University of London or the College.

Project or research project see dissertation

Registration refers to a process where students of the College sign up for a programme of study and associated modules.

Required coursework refers to coursework that a student is required to complete to the prescribed standard, and to submit, but which does not contribute to the result.

Research Students refers to students registered for a programme of research study designated as such. Research studies programmes have separate academic regulations.

Resit refers to the repeat of all or part of a module assessment following failure at a previous attempt, which does not involve the repeat of any attendance on the module. Resits do not count towards the number of modules for which a student must normally be registered in an academic year.

Retake refers to the repeat of a module examination following failure at a previous attempt, which involves attendance and completion of all elements of the module, and the submission of all coursework, whether assessed or not. Retakes count towards the 8 modules for which a candidate must normally be registered in an academic, or developmental, year.

Special Regulations refers to regulations for a programme that diverge from the general academic regulations, for good reason, and are approved by Academic Board or its delegated authority.

Students refers to students of the College. Ordinance D1 describes those persons who are students of the College and associate students of the College. These regulations apply to all students undertaking undergraduate and postgraduate taught study at the College who are designated as a student or associate student and any other person, or group of persons, whom Academic Board declares to be a student of the College.

Subject in the case of LLB refers to an individual assessed component of teaching and learning that is packaged to form a programme of study. Where 'module' is referred to in these regulations, it also refers to 'subject' unless stated otherwise. This also applies to other programmes that operate under the LLB regulations.

Taught component refers in postgraduate programmes to the part of the programme that is delivered as modules and is distinguished from the dissertation/project.

University refers to the University of London, unless otherwise specified.

Academic Regulations Part 1 - Framework and Governance

Academic Regulations Part 1 – Framework and Governance

Introduction

- 1.1 The Academic Regulations incorporates both General Regulations that apply to students of the College and Examination, Progression and Award . The Academic Regulations regulate the principal institutional mechanisms for the articulation and management of the College’s academic standards for taught awards.
- 1.2 These regulations take effect from 1 September 2007 and supersede all previous regulations and policies for the areas detailed herein. Any changes of substance that have been introduced through the 2007-08 Academic Regulations beyond a restructuring of the format were agreed by Academic Board and Quality Enhancement Committee at the end of 2006-07.

Scope

- 1.3 The Academic Regulations apply to all taught undergraduate and postgraduate programmes leading to an award of the College or University or award of academic credit and students registered on those programmes. Separate arrangements apply to research studies; these are detailed in the Academic Regulations for Research Studies. In some cases, separate arrangements may apply to collaborative provision; such arrangements are set out in the relevant memorandum of agreement and supporting documentation for the collaborative provision.
- 1.4 All references to the ‘Academic Regulations’ include programme regulations, module regulations and special regulations.
- 1.5 The College reserves the right to amend the Academic Regulations as it considers appropriate.
- 1.6 The awards covered by these regulations are as follows:

University of London Awards – Undergraduate

Certificate of Higher Education (Cert HE)
Diploma of Higher Education (Dip HE)
Foundation Degree in Arts (FdA)
Foundation Degree in Science (FdSc)
Bachelor of Arts (BA)
Bachelor of Dental Surgery (BDS)
Bachelor of Engineering (BEng)
Bachelor of Laws (LLB)
Bachelor of Medical Science (BMedSci)
Bachelor of Medicine and Bachelor of surgery (MB,BS)
Bachelor of Science (BSc)
Bachelor of Science (Economics) (BSc (Econ))
Bachelor of Science (Engineering) (BSc (Eng))
Master of Engineering (MEng)
Master in Science (MSci)

Graduate Certificate (Grad Cert)
Graduate Diploma (Grad Dip)

Academic Regulations Part 1 - Framework and Governance

College Awards - Undergraduate

Foundation Certificate
Certificate of Higher Education (Cert HE)
Diploma of Higher Education (Dip HE)
Graduate Certificate (Grad Cert)
Graduate Diploma (Grad Dip)

University of London Awards – Postgraduate

Postgraduate Certificate (PG Cert)
Postgraduate Diploma (PG Dip)
Master of Arts (MA)
Master of Business Administration (MBA)
Master of Clinical Dentistry (MClinDent)
Master of Laws (LLM)
Master of Research (MRes)
Master of Science (MSc)

College Awards – Graduate and postgraduate

Postgraduate Certificate (PG Cert)
Postgraduate Diploma (PG Dip)

Approval of Academic Regulations

- 1.7 Under the Ordinances of the University of London constituent colleges have delegated powers to make awards of the University and have delegated responsibility for the regulation of programmes leading to the University's awards.
- 1.8 Academic Board is responsible to Council for the management of the academic standards and quality of programmes leading to awards of the University of London and the College (Charter, article 11). Academic Regulations, programmes and modules are approved by Academic Board, or its delegated authority.

Programme Regulations

- 1.9 Each programme of study has its own regulations that are approved by Academic Board, or its delegated authority. Programme regulations are a sub-set of the Academic Regulations and apply to the specified programme(s). Programme regulations are detailed in the relevant programme specification and cover requirements for admission, curriculum content and outcomes, and methods of assessment.
- 1.10 Programme and module regulations do not diverge from the standard academic regulations for the College, except where there is good reason and where Special Regulations have been approved by Academic Board, or its delegated authority. Programme regulations are intended to provide a greater level of detail and amplify the Academic Regulations. Where programme regulations are silent in any regard, default to the Academic Regulations normally occurs.

Module Regulations

- 1.11 Module regulations specify the requirements for that module. Each module has approved assessment methods; these are detailed in the Module Proposal and

Academic Regulations Part 1 - Framework and Governance

approved by Academic Board, or its delegated authority. Where the assessment for a module comprises more than one element of assessment, the weighting to be applied to each element of assessment is stated in the Module Proposal. Any other requirements that must be met to pass the module are detailed and approved.

Designation of Special Regulations

- 1.12 Special regulations¹ are academic regulations for individual programmes of study that diverge from the standard Academic Regulations for the College. Where there is a legitimate academic rationale, or a specific requirement set down by a professional, statutory or regulatory body, the programme regulations may vary from the standard Academic Regulations. Special Regulations are designated as such through the programme approval process and approved by Academic Board, or its delegated authority.
- 1.13 Approved Special Regulations are detailed in the annex to the relevant section of the Academic Regulations (either Part 3 – Undergraduate Programmes or Part 4 – Graduate and Postgraduate Programmes). Some programmes that lead to award of BA have special regulations that state that the regulations for LLB apply.

Suspension of Regulations

- 1.14 The process for suspension of regulations may operate where circumstances have arisen that are not foreseen in the regulations or where the application of the regulations would be manifestly unfair to one or more students. Suspension of regulations is approved by the relevant authority identified by Academic Board and on the recommendation of a Degree Examination Board.

Examination Boards - General

- 1.15 There are two forms of examination boards – Subject Examination Boards and Degree Examination Boards.
- 1.16 A Subject Examination Board (SEB) is established for each programme of study or cognate group of programmes leading to an award of the University or College.
- 1.17 Each Subject Examination Board reports and makes recommendations to a Degree Examination Board (DEB). Degree Examination Boards are established for each award or grouping of awards.
- 1.18 Academic Board has delegated authority to examination boards for the consideration of candidates' achievement, progress and award, and other related matters. Academic Board, or its delegated authority, approves Guidance for Examination Boards that provides further detail and requirements in relation to the conduct of SEBs and DEBs.

Subject Examination Board (SEB)

- 1.19 Subject Examination Boards report to designated Degree Examination Boards. The terms of reference of Subject Examination Boards are:

¹ For 2007-08, where special regulations applied to an award not programme, these have been incorporated into the overall Academic Regulations for the College (eg LLB, MBBS and BDS).

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- i. To take an overview of the examination and assessment processes that operate for the programme or modules in the subject area, including: setting papers, essay titles, and other assessment tasks, marking processes, application of regulations, and the conduct of oral (viva voce) examinations.
 - ii. To receive reports from invigilators and candidates on examinations, and to consider appropriate action in the light of such reports.
 - iii. To agree the results of candidates in individual assessments and courses/modules.
 - iv. To consider reports of extenuating circumstances and to approve proposed action to be taken in the light of any such circumstances where they are found to have adversely impacted on a candidate's performance.
 - v. To make recommendations for results to be set aside where there are accepted extenuating circumstances.
 - vi. To approve the progression of candidates.
 - vii. To approve the progression of candidates to alternative pathways if applicable.
 - viii. To make recommendations for exclusion of candidates due to failure.
 - ix. To make recommendations for award.
 - x. To agree actions in the event of failure by a candidate of an individual assessment and/or module, including resit provisions, and to specify the requirements for resit which may include appropriate alternative assessment arrangements.
 - xi. To make recommendations for candidates to retake a module, where applicable.
 - xii. To make recommendations for the suspension of regulations for individual candidates, where applicable.
 - xiii. To make recommendations for the award title for individual candidates, where applicable.
 - xiv. To exercise discretion where appropriate and within the permitted scope of any College policy, in order to agree results or progression and make recommendations for award.
 - xv. To review statistics on performance and to comment on the performance of cohorts in particular assessments.
 - xvi. Any other duties delegated to the SEB by the DEB or Academic Board.
- 1.20 An SEB may establish sub-boards where this has the support of the relevant external examiners and is approved by Academic Board, or its delegated authority. Some SEBs operate a pre-meeting or internal board to consider points of detail prior to the meeting of the SEB.
- 1.21 The membership of the Subject Examination Board is as follows:
- A Chair, appointed to the role by Academic Board, or its delegated authority
 - A Deputy Chair, appointed to the role by Academic Board, or its delegated authority.
 - The programme co-ordinator(s)
 - The internal examiners
 - The external examiners/ intercollegiate examiners
- The Vice Principal Teaching and Learning who may attend any examination board as a member.
- 1.22 The following may be in attendance:
- The secretary to the SEB.

Academic Regulations Part 1 - Framework and Governance

The Academic Secretary, or nominee, has the right to be in attendance and speak at any meeting of an SEB.

The Principal, and sector Vice Principal, have the right to be in attendance and speak at any meeting of an SEB.

The Academic Dean for the relevant Faculty has the right to be in attendance and speak at any meeting of an SEB.

Assistant internal examiners.

- 1.23 Attendance at the SEB is compulsory for all members except the Vice Principal Teaching and Learning, unless the absence is approved by the Head of Department.
- 1.24 The quorum of an SEB requires the presence of the external examiners. Exceptionally, where the external examiners are unable to attend, the meeting may go ahead in their absence provided that their comments are sought on candidates' performance prior to the meeting and reported to the meeting, and that all recommendations and decisions are endorsed by them.
- 1.25 Where one or more sub-board is established it is permissible for the internal examiners to attend only the sub-board provided that their views can be represented at the SEB, normally through the chair of the sub-board.
- 1.26 Other than the requirement that external examiners be present, the quorum of an SEB comprises 50% of the total membership, excluding the Vice Principal T&L, and including internal examiners, external examiners and intercollegiate examiners. In the event that a meeting is inquorate, a suspension of regulations may be sought to enable the meeting to take place.

The role of the Chair of the Subject Examination Board

- 1.27 The Chair is a senior member of academic staff with experience but not normally a serving head of department or academic dean. A programme co-ordinator does not normally act as a chair of an SEB. The Chair is responsible for the conduct of the Examination Board and for ensuring that the Academic Regulations are adhered to. The Deputy Chair is appointed in the same way as the Chair and fulfils the duties of the Chair in his/her absence.
- 1.28 The Chair is also responsible for ensuring that security procedures for examination question papers within the department/school are rigorous.

Extenuating Circumstances Subcommittees

- 1.29 SEBs may establish a subcommittee to provide a forum for the preliminary consideration of extenuating circumstances. The terms of reference of Extenuating Circumstances Subcommittees are:
 - i. To consider extenuating circumstances submitted by candidates and supporting evidence, and the overall profile of the candidates with such circumstances.
 - ii. To consider whether or not, in the subcommittee's judgement, the extenuating circumstances are valid and whether or not they had an impact on the candidates' performance or participation in assessment.
 - iii. To make recommendations to the Subject Examination Board about actions to be taken in the light of extenuating circumstances.
 - iv. To maintain a record of extenuating circumstances submitted and considered, and the recommended action.

Academic Regulations Part 1 - Framework and Governance

- 1.30 The membership of the sub-committee is agreed by the SEB.
- 1.31 Where a student is unable to progress because of failure due to absence in one or more modules for which there are valid extenuating circumstances, the SEB may permit the student to sit the missed paper(s) in the late summer or following year, as if for the first time and use its discretion with regard to progression or the identification of appropriate alternative assessment.
- 1.32 Where a student is unable to meet the requirements for award due to extenuating circumstances that have been accepted by the SEB, the SEB may permit a first sit at the next available opportunity, normally the following year, or request a suspension of regulations to allow late summer first sit(s), or use its discretion to determine an appropriate, alternative, form of assessment.

Degree Examination Board (DEB)

- 1.33 Degree Examination Boards report to Academic Board. There are five undergraduate DEBs: Arts, Sciences, Engineering, Laws, and Medicine and Dentistry and three postgraduate DEBs: Arts, Sciences, Medicine and Dentistry. In addition, DEBs may exist where there are special arrangements in place. In some cases, the functions of the SEB and the DEB are combined, where this is approved by academic board or its delegated authority.
- 1.34 The terms of reference of Degree Examination Boards are:
- i. To consider recommendations from Subject Examination Boards and to approve awards and field of study for candidates.
 - ii. To consider and approve recommendations from Subject Examination Boards to set aside results that have been affected by accepted extenuating circumstances.
 - iii. To consider recommendations from Subject Examination Boards and to approve exclusion of candidates for failure.
 - iv. To exercise discretion where appropriate, and within the permitted scope of any College policy, in order to agree results, progression and award.
 - v. To have particular regard to matters of consistency across programmes leading to the award.
 - vi. To resolve differences between and within SEBs where they occur.
 - vii. To consider recommendations for the suspension of regulations and make recommendations where appropriate.
 - viii. To consider recommendations for retakes and to approve retakes, where appropriate.
 - ix. To ensure the consistent application of the Academic Regulations.
 - x. To monitor the performance of Subject Examination Boards.
 - xi. To consider other matters referred by Academic Board.

- 1.35 The membership of Degree Examination Boards is:

Chair, appointed by Academic Board or its delegated authority

The Chairs of the Subject Examination Boards reporting to the DEB

External examiners, as appropriate, appointed to DEBs by Academic Board or its delegated authority.

External Examiners are members where the functions of the SEB and DEB are combined.

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The Vice Principal Teaching and Learning who may attend any examination board as a member.

1.36 The following may be in attendance:

The Academic Secretary, or nominee, has the right to be in attendance and speak at any meeting of a DEB.

Staff from Student Administration and the Academic Secretariat
Deputy Chairs of SEBs

1.37 External examiners and intercollegiate examiners may attend the DEB for the programmes for which they are examiners. They do not count for the purposes of the quorum of the DEB.

1.38 The quorum of a DEB comprises 50% of the total membership, excluding the Vice Principal T&L.

External Examiners and Intercollegiate Examiners

Appointment

1.39 External examiners and intercollegiate examiners are appointed by Academic Board, or its delegated authority, in accordance with the approved process and criteria². In some cases External Examiners are also Intercollegiate Examiners.

1.40 External examiners are appointed to each programme of study and are members of the Subject Examination Board for that programme. In some cases, more than one external examiner may be appointed and in other cases external examiners may be shared across a number of cognate programmes. Normally, external examiners are expected to take an overview of the entire programme of study but on occasion a subject external examiner may be appointed just for a specific subject area.

1.41 The appointment process requires the number of external examiners, and their range of expertise, to be sufficient to enable the execution of their duties.

1.42 External examiners have a right to see and comment on all work submitted by candidates for all forms of assessment. The precise range of activity to be covered by an external examiner is agreed by Academic Board or its delegated authority, in consultation with the relevant academic department(s). This includes appropriate means of sampling scripts and/or coursework, participation in oral examinations etc. Academic Board, or its delegated authority, approves Guidance for external examiners that provides further detail about the role and its conduct.

1.43 External examiners may be appointed to DEBs. In such cases these external examiners are required to review and comment upon process, the application of regulations and the conduct of the DEB.

1.44 The period of appointment for external examiners is three years with the possibility for an extension of appointment for one further year.

External Examiners and Intercollegiate Examiners – Duties

² The appointment process and criteria pay due regard to the *Code of Practice* (QAA, 2004).

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1.45 The duties of external examiners are:

- i. To comment on the assessments for each module for which they are responsible, the extent to which the assessments cover the syllabus, and whether they enable candidates to demonstrate their achievement of the learning outcomes.
- ii. To consider and comment upon all examination question papers and to comment on marking schemes for individual papers, assessment criteria and model answers.
- iii. To confirm whether or not the standard of marking is satisfactory by scrutinising a sample of scripts for each module/unit and, if necessary, a sample of coursework.
- iv. To comment on the standards of achievement of candidates and the comparability of this achievement to standards elsewhere.
- v. To comment on the standards of proposed awards and their comparability to similar awards made elsewhere.
- vi. To make known any causes for concern in relation to academic standards achieved by candidates, the standards of modules and the standards of awards to be made, should such cause arise.
- vii. To provide independent opinion where there is a significant unresolved difference between the marks awarded by the first and second markers on any script or piece of work.
- viii. To advise the Subject Examination Board on appropriate action where the marks for any module/unit are significantly outside the normal pattern and to confirm recommendations by markers for actions where the marks for any module/unit are significantly outside the normal pattern.
- ix. To attend, or conduct, oral examinations, where applicable.
- x. To attend meetings of the Subject Examination Board, and participate fully in decision making.
- xi. To endorse results and progression decisions, and recommendations for award, by signing the relevant documentation.
- xii. To attend meetings of the Degree Examination Board, where they choose.
- xiii. To submit a full report, including an optional confidential report to the Principal.
- xiv. In addition, for those external examiners who are also intercollegiate examiners, to comment on the standard of the University of London awards conferred by Queen Mary and their comparability with similar awards at other colleges of the University of London.
- xv. To perform any other duties requested by Academic Board or the Degree Examination Board, following appropriate consultation over the nature of those duties.

1.46 By agreement with the Subject Examination Board and in consultation with the relevant department(s), external examiners may also carry out other duties including: the approval of project topics and essay titles, interviewing students about their programme of study and experience of it, comment informally on proposed changes to the curriculum, comment on proposed changes in assessment methods.

External Examiners and Intercollegiate Examiners – Removal

1.47 External examiners are normally replaced upon completion of their period of office. From time to time, there may be cause for the College to terminate the appointment of an external examiner before the end of the period of office. Reasons for termination include:

- i. Resignation by the examiner.
- ii. Failure to perform his/her duties.

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- iii. A breakdown in the relationship with the College.

Internal Examiners

Internal Examiners – Appointment

- 1.48 Internal examiners are appointed by virtue of their status as academic staff of the College. Internal examiners for the modules being considered by an SEB are automatically members of the relevant SEB. For joint programmes, the SEB should include at least one internal examiner from each of the department/subject areas contributing to the award.
- 1.49 Visiting staff involved in assessment are members of the SEB where they have sole responsibility for the delivery and assessment of a module. Visiting staff who contribute to a module and/or its assessment are not members of the SEB but may attend as assistant examiners. In such cases the module is represented by the member of academic staff with overall responsibility for it.

Internal Examiners – duties

- 1.50 The duties of internal examiners are:
 - i. To attend the Subject Examination Board and participate in decision making.
 - ii. To present results of modules to the Subject Examination Board.
 - iii. To comment on factors related to the module for which they are responsible eg levels of performance, any problems with the examination etc.
 - iv. To respond to queries concerning individual candidates, marking or other relevant matters.

Examination Question Papers and other assessment tasks

- 1.51 The type and format of the assessment for a module is set out in the approved module proposal.
- 1.52 Examination question papers are approved by both the relevant internal and external examiners. External examiners may also be asked to comment on and approve other assessment activities.
- 1.53 Academic Board, or its delegated authority, approves Guidance on the production and security of examination papers to provide operational detail in support of this regulation.

Approved:

Academic Board agreed on 6 June 2007 that the full regulations be approved by Chairman's action on the advice of QEC for implementation for 2007-08.

Approved by Chairman of Academic Board: 4 November 2007

Academic Regulations Part 2 – General Regulations

Academic Regulations

Part 2 – General Regulations for Undergraduate and Postgraduate programmes (excluding Research Studies)

Scope

- 2.1 These regulations apply to all students enrolled and registered for an undergraduate programme of study of the College with the exception of research studies. These regulations also apply to students registered as associated students of the College. Ordinance D1 specifies those individuals considered to be students of the College.

Programme of Study and Modules³

- 2.2 Programmes of study and modules are approved by Academic Board, or its delegated authority. All programmes of study lead to an award of the University and/or the College. Programme regulations and module regulations are approved by Academic Board, or its delegated authority.
- 2.3 The College reserves the right to amend any programme of study or module or withdraw any module, at any time, as it deems necessary. Normally, amendments to programmes of study and modules are enacted for the next cohort to join the programme or group to take the module. Where an amendment to a programme and/or module has an effect on students currently registered for it, those students are formally notified of the change and provided with an opportunity to object to it should they wish to do so.

Admission

- 2.4 The general entrance requirements for admission to the College are approved by Academic Board, or its delegated authority. The admissions requirements for individual programmes of study are set out in the programme specification for that programme and approved by Academic Board, or its delegated authority; these may be adjusted by the College as it deems applicable.

Admission with advanced standing

- 2.5 An applicant for an undergraduate programme who, in the judgement of Academic Board, or its delegated authority:
- i. has a cognate prior qualification or certified learning equivalent to the first year of a three- or four-year, full-time undergraduate programme of study, may be admitted with advanced standing direct to the second year of the programme of study. In such cases, award regulations normally take account only of those modules taken at the College and the developmental years are weighted accordingly.

Or

³ 'Module' refers to course, course unit, LLB subject, or any other equivalent approved unit of teaching that is assessed.

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- ii. has a cognate prior qualification or certified learning equivalent to the first two years of a four-year, full-time undergraduate master's programme of study, may be admitted with advanced standing direct to the third year of the programme of study. In such cases, award regulations normally take account only of those modules taken at the College and the developmental years are weighted accordingly.

And in all cases:

- iii. such admission is not normally allowed where the advanced standing has counted towards a previously achieved qualification at the level of the qualification of the programme of study.
- 2.6 An applicant for a postgraduate programme who in the judgement of Academic Board, or its delegated authority has cognate prior study at, or equivalent to, M Level that has not counted towards a previously achieved qualification at M level, may be granted exemption from up to 25% of the taught component of the programme (normally the equivalent of 2 modules).
- 2.7 Normally, advanced standing is no more than one half of the full programme of study (excluding foundation level study).
- 2.8 Except in exceptional circumstances, a student may not be admitted direct to the final developmental year of an undergraduate programme, unless he/she is studying on a similar programme leading to the same award at another college of the University of London or on a programme with an approved collaborative arrangement. In such cases, the prior study and marks achieved count towards the final award, as agreed through the collaborative arrangement and/or at admission.

Concurrent Study Elsewhere

- 2.9 Except with the permission of Academic Board, or its delegated authority, a person who is currently registered for a degree, diploma or certificate at any other institution may not be concurrently registered for a qualification of the University of London or of the College.

Falsification in admissions

- 2.10 The College will terminate the registration of, or impose another sanction as deemed appropriate by Academic Board or its delegated authority on, any student who secures admission to the College on the basis of qualifications, documents or statements which are subsequently found to be false.

Enrolment and Registration

- 2.11 Students must enrol with the College at the beginning of their studies and at the beginning of each subsequent academic year of their programme in accordance with instructions issued by the College. Students must also register for a programme of study with the College and modules for that programme.
- 2.12 A student who is not registered for a programme cannot be enrolled with the College. A student may be registered for a programme but not enrolled (normally, where a student has interrupted or is resitting out of attendance).
- 2.13 Except in circumstances approved by Academic Board or its delegated authority, individuals who are not enrolled or registered may not use College facilities.

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- 2.14 The College reserves the right to charge a late enrolment and/or registration fee to any student who fails to enrol/register by the published deadline.
- 2.15 The name by which a student is enrolled is the name under which any letter, certificate or award is issued in respect of that student. Any request to record a change of name must be supported by relevant documentary evidence.
- 2.16 The College requires students to produce documentary evidence of identity upon initial enrolment; this may be required in advance. Any student who enrolls or registers with the College under a name, identity, or with any other information that is subsequently found to be false, will have his/her enrolment and registration terminated and will cease to be a student.
- 2.17 Students are required to notify the College, on enrolment, of their permanent and term-time addresses, and to inform the College in writing, or by any other prescribed means, of any subsequent changes of address.

Payment of fees and other charges

- 2.18 College tuition fees are inclusive of Registration and Examination Fees, excluding resits. The College reserves the right to increase fees at any time without prior notice, normally for implementation during the next academic year. Fees are not normally refundable.
- 2.19 Students are required to make arrangements, in accordance with acceptable methods of fee payment, for the payment of their tuition fees at the beginning of the academic year as a precondition of registration or re-registration. Exceptionally, a student may be provisionally enrolled for a specified period of time, during which he/she may attend classes and use College facilities. If at the end of this period the student has not made satisfactory arrangements for the payment of his/her fees his/her registration will be terminated, and he/she will cease to be a student.
- 2.20 In exceptional circumstances, the College may approve arrangements whereby a self-financing student may pay his/her tuition fees by instalments. Any student who defaults upon agreed instalments of tuition fees will become immediately liable for the full outstanding balance of the fees. In the event of default of payment, the student's registration will be terminated and he/she will cease to be a student of the College.
- 2.21 Students are required to pay promptly upon demand all charges, fees or debts incurred in the course of their study or residence at the College. In the event of default of payment, the student's enrolment and registration will be terminated and he/she will cease to be a student of the College.
- 2.22 Where a student in debt to the College has had his/her enrolment and registration terminated and that enrolment and registration is to be re-instated upon payment of the relevant fee or charge, the College reserves the right to charge an administrative fee.

Interruption of enrolment and changes to registration

- 2.23 A student may be permitted to interrupt a programme of study for up to two years on the grounds of illness or other good cause with the permission of Academic Board or

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its delegated authority. Interruption for a period of more than two years is only permitted in very exceptional circumstances with the approval of Academic Board or its delegated authority.

- 2.24 A student who has interrupted his/her enrolment remains registered for a programme of study. A student who is resitting out of attendance does not have an interruption of enrolment as defined in this section and remains registered for a programme of study. Where a student's registration for a programme is continuous, the academic regulations for that programme in place at the time of initial registration continue to apply.

Registration for Modules

- 2.25 Students are responsible for registering for the modules associated with their programmes of study by the published deadline and in accordance with the stated procedure. Students who have not registered for a particular module will not normally be permitted to sit the examination for that module.
- 2.26 Students are not admitted to an examination unless they have complied with all the regulations of the University and/or the College related to that examination.
- 2.27 Students required to resit out of attendance a module are required to register for those module(s).

Deregistration and withdrawal

Programme

- 2.28 Withdrawal from registration for a programme of study or deregistration by the College from a programme leads to immediate termination of enrolment with the College.

Modules

- 2.29 Withdrawal from registration, or deregistration from one or more modules, does not necessarily lead to termination of enrolment with the College. The College may deregister students from modules in the event of unsatisfactory attendance or failure to submit coursework assessments. Where the module is not replaced by transfer to a suitable alternative, a mark is awarded for the module which counts towards the requirements for award and is calculated in classification where applicable. The mark awarded is that achieved by the student up to the point of deregistration, weighted as applicable, or 0.

Normal duration of a programme of study

- 2.30 Each programme of study has an approved normal duration that relates to the mode(s) of study available for the programme. Where the normal duration is not specified at approval, it is deemed to be the minimum period of time in which the programme can be completed if a full module load is taken.

Minimum and Maximum registration periods

- 2.31 Normally, a student is required to be registered for a minimum of one third of the normal duration of the programme of study in order to be eligible for award.

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- 2.32 Normally, a student may not be registered for a programme of study for a period longer than double the normal duration for the programme of study.

Medical examination

- 2.33 The College reserves the right to require any student to undertake a medical examination, either as a condition of admission, or at any time during their studies, to determine fitness to study. The College may require full disclosure of any report on a students' fitness to study or practise.
- 2.34 The College may require a student who has been absent as a result of illness, or an infectious or contagious disease, to produce a medical certificate confirming fitness to return to study before being permitted to resume study at the College.
- 2.35 Students on medical and dental programmes are required to inform the College Health Centre if they are, or have reason to believe they may be, infectious carriers of any disease or condition specified by Academic Board, or its delegated authority, as requiring notification.

College identity card

- 2.36 The College requires each student to be issued with, and carry, a College identity card that includes a photograph that shows his/her full head and face. There must be no head covering in the photograph unless it is worn for religious beliefs or medical reasons. In all cases, nothing must cover the face in the photograph. Students are required to carry their College identify card at all times when on College premises (including the Students' Union), or when participating in College or Students' Union activities. The College reserves the right to exclude from any College building or activity any student who is unable, on demand, to produce his/her current College identity card. The College also has the right to check the identity of any student by a member of staff comparing his/her face to the picture on the College Identity Card.

Modes of study

- 2.37 A student enrolled with the College and registered for a programme undertakes the programme in accordance with the specified mode of study for the programme. Change of mode of study is not permissible except where the approved programme allows it and Academic Board, or its delegated authority agrees it. The following modes of study apply:

- Full time study
- Part time study
- Compulsory year aboard
- Compulsory placement year
- Extra Mural Year (interruption)
- Exchange period
- Study at a distance

- 2.38 Some programmes may run in full time and part time modes. Where applicable, a programme may contain different modes of study in different developmental years.

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- 2.39 In addition, subject to the decision of the relevant Subject Examination Board a student may be registered to:
- Resit out of attendance.
 - Retake (with attendance)
 - Resubmit a dissertation through reworking with or without supervision.
 - Resubmit a dissertation through undertaking a new topic.
- 2.40 In all of these cases the mode of study may be full time or part time depending on the amount of study being undertaken. The College charges fees for resits and retakes and the re-submission of a dissertation.
- 2.41 Students due to resit, whether or not with attendance, must take the resit at the next available opportunity. Interruption or deferral of resits is not normally permitted. Where a student fails to resit at the next available opportunity the missed resit counts as one of the permitted attempts. The College may also terminate his/her registration and enrolment.

Exchanges and study abroad

- 2.42 For some programmes and awards, the College may permit a student to spend up to one year of his/her programme of study, other than the first year or the final semester, in another institution of university status in the United Kingdom or abroad. This study replaces study at the College and is known as an exchange or study abroad. Permission to undertake an exchange or study abroad is granted in accordance with procedures approved by Academic Board, or its delegated authority.
- 2.43 Results achieved for modules taken during the exchange or period at another institution count towards the award of the University or the College for which the student is registered. In some cases, and as approved by Academic Board or its delegated authority, the results achieved may be subject to re-scaling and/or weighting to bring them in line with equivalent marks and results awarded by the College.

Attendance and participation in a programme

- 2.44 Attendance refers to the College's expectations with regard to the way in which students engage with the teaching, learning and assessment requirements for their programme of study. Attendance may or may not require physical attendance: distance learning students attend their programme through participation in learning, teaching and assessment activities. The College specifies term and semester dates and hours of operation. The College delivers teaching during such dates and during hours of operation. Students are expected to be available to participate in teaching, learning and assessment activities during term and semester dates and during hours of operation. Some assessment and learning and teaching activities may take place during periods which are not specified as semester or term dates e.g field courses.
- 2.45 The College normally expects students to ensure that a particular programme or module is acceptable to him/her prior to registration and that he/she is able to meet the attendance, learning and assessment requirements for that programme and/or module. The College is not normally able to change the regulations and requirements or scheduling of programmes or modules to meet an individual student's needs.

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- 2.46 Students are expected to attend regularly the lectures, seminars, practicals and all other forms of learning activities associated with their programme of study and participate in their programme as required by the College. Students are required to submit all required work by the published deadlines and participate in invigilated examinations. Students who fail to complete an element of assessment for a module will fail that element of assessment and potentially the module.
- 2.47 Students may not be absent from the College during term-time without the agreement in advance of their Head of Department. Where the reason for absence, or the failure to submit by the deadline, is due to illness or other such cause, students are expected to provide appropriate certificate(s) and evidence of the illness/cause.
- 2.48 The Head of Department, or his/her delegated authority, may recommend the termination of a student's registration where the general attendance, and participation and/or submission of work does fails to meet the stated requirements for the programme. Except in cases of prolonged and unauthorised absence from the College, the Head of Department normally gives a student a formal, written warning, and an opportunity to improve his/her attendance, before recommending termination of registration. In such cases, the College will give a student an opportunity to make representations before finalising the termination of registration. Termination of registration means that enrolment is also terminated and the individual is no longer a student of the College. A student who is persistently absent from the classes for a particular module, or continually fails to submit work by the relevant date, without good reason, may be de-registered from the relevant module and/or the programme of study. This may impact on a student's ability to complete the award requirements of the programme or on the classification of award.
- 2.49 Students on the MBBS or BDS programmes may be reported to the Progress Committee where their general attendance and/or submission of work is not considered satisfactory. Except in cases of prolonged and unauthorised absence from the College, a student is normally given a formal, written warning and an opportunity to improve his/her performance, before he/she is reported to the Progress Committee. The Progress Committee will give a student an opportunity to make representations before taking a final decision on the matter. Where registration is terminated, enrolment is also terminated and the individual is no longer a student of the College.

Regulations for the Conduct of Examinations and Assessments

Invigilated Examinations

Arrival and Departure

- 2.50 Details of the examinations are published within the College and posted to candidates not in attendance. Candidates are responsible for informing themselves of the time and place of their examinations.
- 2.51 Candidates should arrive at the examination room in good time so that they can consult the seating lists displayed outside the examination room. Candidates will normally be admitted to the room five minutes before the due starting time so that they can find their desks. Candidates must only sit at the desk allocated.
- 2.52 The examination will start at the prescribed time. If for any reason this is not possible, the invigilator records this in his/her report. Once the examination has commenced, candidates are under examination conditions until the invigilator has

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terminated the examination, or the candidate has completed his/her attempt at the paper and has left the room. The invigilator may check the identity of any candidate by comparing the photograph on his/her College identity card to his/her face.

- 2.53 Candidates are allowed to be admitted to the examination room up to 30 minutes after the start of the examination. After this period a candidate can only be admitted to the examination room if no other candidate for the same paper has left the room. No additional time shall be allowed to latecomers.
- 2.54 Candidates are not normally allowed to leave the examination room within the first 30 minutes or the final 15 minutes of the examination. In exceptional circumstances an invigilator may permit a candidate to leave the room within these periods, on the grounds of illness or similar unexpected cause and where they are accompanied by an invigilator. The invigilator records any such cases in his/her report.
- 2.55 Candidates may only bring into the examination room equipment, other than writing implements, that is authorised in the rubric of the question paper. Briefcases, bags and coats shall be left outside the examination room, or in a space within the room designated by the invigilator. Instrument cases, mobile phones, handbags and other items brought into the examination room may be inspected by the invigilator.
- 2.56 Candidates are required to bring with them all writing aids and drawing materials necessary for the examination.
- 2.57 At the beginning of the examination, candidates must place their Student Identity Cards on their desks as instructed by the invigilator so that the attendance list can be checked.

During the Examination

- 2.58 Candidates may not make use of, or have in their possession, any book, manuscript, dictionary, calculator or other extraneous aid or materials not specifically mentioned in the rubric of the examination paper. Any candidate in possession of, or using, unauthorised materials at any time whilst under examination conditions (even if not physically in the examination room) will be dealt with under the regulations on examination offences.
- 2.59 Mathematical tables will be provided where appropriate. The use of electronic calculators may be permitted in certain examinations, and candidates are informed in advance where this applies. Candidates are required to comply with any requirements specified regarding the type of calculator that may be used. Where no specific guidance is given on this matter, calculators must be of the hand-held type, quiet in operation and compact, and must have their own power supply. The use and/or possession of prepared programs and stored information is not allowed in examinations. Candidates are responsible for ensuring that their machines are in working order, and for providing in advance for alternative means of calculating in the event of the calculator failing during the examination. When candidates use electronic calculators at examinations they must state clearly on their examination scripts the name and type of machine used. The unauthorised use and/or possession of material stored in a pre-programmable memory will constitute an examination offence. The examination rubric may specify the models of calculators that can be used. Any calculator used and/or in the possession of a candidate during an examination should not form a part of a communications device eg mobile phone.
- 2.60 Candidates must do all their work, including rough work, on the stationery provided. Work which is not intended to be assessed should be clearly crossed through.

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Candidates may not remove any examination stationery, used or unused, from the examination room. Question papers may be taken out of the examination room after the end of the examination except where this is prohibited by the Examination Board, or other appropriate authority, and candidates have been instructed accordingly by the invigilator.

- 2.61 Candidates must not communicate with any person other than an invigilator or a member of staff who has been invited to do so by the invigilator. A candidate wishing to attract the attention of an invigilator must do so without causing a disturbance.
- 2.62 Any candidate who causes a disturbance in an examination room may be required to leave the room, and will be reported to the Academic Secretary as such an action is a breach of these regulations and the Code of Student Discipline.
- 2.63 Candidates may not leave their seats without the permission of an invigilator. Candidates who complete their attempt at the paper before the end of the examination may leave the room quietly after handing in their answer script, except during the first 30 minutes and the final 15 minutes of the examination.
- 2.64 Candidates who wish to leave the room temporarily may do so with the permission of the invigilator, provided they are accompanied by an attendant.
- 2.65 Candidates may not bring food or drink, other than bottled still water, into an examination room.
- 2.66 Candidates must write legibly. Any part of a script which is considered by the examiners to be illegible will be awarded no marks.
- 2.67 All answers must be written in English except where specifically required by the question paper. The use of English-foreign language dictionaries is prohibited except where this is specifically authorised in the rubric of the question paper.

End of the Examination

- 2.68 At the end of the examination, candidates must stop writing promptly when directed, and remain quietly in their seats until all the scripts have been collected and they have been given permission to leave.
- 2.69 Candidates are responsible for ensuring:
- i. that all their answer scripts are clearly labelled with their number or name (as directed), and are firmly tied together.
 - ii. that all answers are clearly labelled with the number of the question.
 - iii. that the information required on the front cover of the answer script(s) is given in full.
 - iv. that all completed answer scripts are handed to the invigilator: any script or part thereof which is not handed in by the end of the examination will not normally be marked.

Suspected Cheating in Examinations

- 2.70 A breach of any section of the Assessment Regulations is an examination offence, and will be dealt with in accordance with the Examination Offences Regulations.

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- 2.71 If an invigilator suspects a candidate of cheating, s/he shall inform the candidate, endorse the candidate's answer script with his/her initials, and a brief note of the circumstances, and impound any prohibited material. The candidate will be permitted to continue the examination, using a new answer book if necessary. The invigilator will prepare a written report of the incident as soon as possible after the end of the examination. The allegation of cheating will be investigated in accordance with the relevant regulations.

Illness and Extenuating Circumstances

- 2.72 Candidates who are unwell should not sit an examination but instead submit evidence in the form of extenuating circumstances. It is the candidate's responsibility to submit information relating to extenuating circumstances in writing, accompanied by appropriate documentary evidence (such as a medical certificate) within seven days of the examination concerned. Where a candidate is taken ill during the course of an examination the invigilator records this in the report. The candidate should also submit evidence of the extenuating circumstances within seven days of the examination concerned.

Practical Examinations

- 2.73 Practical examinations are the responsibility of the relevant department, which will publish the arrangements, and the rules under which the examinations will be conducted, at least three weeks before the date of the examination.

Projects, Dissertations and Module Assessment

- 2.74 Projects, dissertations and all material submitted for assessment, including coursework which does not count towards the final mark for the module, shall be the candidate's own work (except where group work specifically forms part of the assignment). Quotations from the published or unpublished work of other persons must always be attributed, both at the appropriate point in the text, and in the bibliography at the end of the piece of work. Extensive quotations, close paraphrasing, copying from the work of another person, including another student, or using the ideas of another person, without proper acknowledgement, may constitute plagiarism, which is an examination offence, and shall be dealt with in accordance with the Regulations Covering Examination Offences.
- 2.75 Falsification of the results of experimental work, or the fraudulent reporting of non-existent source materials or experiments, is an examination offence, and is dealt with in accordance with the Examination Offences Regulations. Such actions may also be subject to action by the College under the Code of Student Discipline.

Examination Offences Regulations

[Throughout this Regulation, the term 'Head of Department' includes Heads of Schools, except in the School of Medicine and Dentistry, where the Warden is the responsible officer.]

Introduction

- 2.76 The Examination Assessment Regulations provide that:

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“a breach of any section of the Academic Regulations relating to assessment and examination is an examination offence, and will be dealt with in accordance with the Examination Offences Regulations”; and that allegations of plagiarism, the falsification of the results of experimental work, or the fraudulent reporting of non-existent source materials or experiments shall be dealt with in accordance with the Examination Offences Regulations.

Allegations of Examination Offences in Theory/Invigilated Examinations

- 2.77 The Examination and Assessment Regulations provide that an invigilator who suspects a candidate of cheating shall immediately inform the Academic Secretary, who shall be responsible for investigating the incident in accordance with the Examination Offences Regulations.
- 2.78 The Academic Secretary, or nominee, shall (where possible) interview the candidate(s) and invigilator(s) concerned, and any other person that s/he deems appropriate. Where, as a result of this investigation, the Academic Secretary concludes that there is no case to answer, s/he shall make a report to this effect to the Chairman of the appropriate Examination Board, and shall notify the candidate that the matter is closed.
- 2.79 Where the investigation reveals an offence of a technical nature, the Academic Secretary, after consultation with the Chairman of the appropriate Examination Board, may decide that no further action shall be taken. The Academic Secretary shall then notify the candidate to this effect, and the matter shall be regarded as closed.
- 2.80 Where the investigation reveals *prima facie* evidence of a breach of the Examination & Assessment Regulations, the Academic Secretary shall refer the matter to the Chairman of the Examination Offences Panel, and shall notify the candidate to this effect.

Allegations of Plagiarism in Major Items of Assessed Coursework, including Projects

- 2.81 This section relates to items of assessed coursework and examinations other than College theory examinations which contribute 26% or more towards a candidate's overall mark in any module or programme of study.
- 2.82 Where a member of staff suspects that an examination offence has been committed, s/he shall immediately inform the Head of the Department responsible for that unit, module or programme, who shall arrange for the allegation to be investigated. Where, as a result of this investigation, the Head of Department concludes that there is no case to answer, s/he shall notify the candidate that the matter is closed.
- 2.83 Where the investigation reveals an offence of a technical nature, the Head of Department, after consultation with the Academic Secretary, may decide that no further action shall be taken, and shall then notify the candidate to this effect, and the matter shall be regarded as closed.
- 2.84 Where the investigation reveals *prima facie* evidence of a breach of the Examination & Assessment Regulations, the Head of Department shall notify the Academic

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Secretary, who shall refer the matter to the Chairman of the Examination Offences Panel, and shall notify the candidate to this effect.

Other Items of Coursework

- 2.85 This section relates to items of coursework which contribute 25% or less towards a candidate's overall mark in any module or programme of study.
- 2.86 Where a member of staff suspects that an examination offence has been committed, s/he shall immediately inform the Head of the Department and/or the Chair of the Subject Examination Board responsible for that unit or programme, who shall arrange for the allegation to be investigated. Where, as a result of this investigation, the Head of Department concludes that there is no case to answer, s/he shall notify the candidate that the matter is closed.
- 2.87 Where the investigation reveals an offence of a minor or technical nature, the Head of Department, may decide that no further action shall be taken, and shall then notify the candidate to this effect, and the matter shall be regarded as closed.
- 2.88 Where the investigation reveals *prima facie* evidence of a breach of the Assessment Regulations, the Head of Department may either deal with the issue summarily, or report it to the Academic Secretary to be referred to the Chairman of the Examination Offences Panel.
- 2.89 If the Head of Department elects to deal with the issue, s/he shall notify the Academic Secretary. The Head of Department shall give the candidate an opportunity to explain the circumstances and to present any argument in mitigation. If the Head of Department is then satisfied that an examination offence has been committed, s/he may impose one of the following penalties:
- i. A formal warning
 - ii. Require the candidate to resubmit the relevant piece(s) of work by a specified deadline
 - iii. Return a mark of 0 for the relevant piece(s) of work.
- 2.90 A candidate may appeal in writing to the Academic Secretary against the penalty imposed by the Head of Department within ten days of the notification of the penalty. The Academic Secretary shall refer such cases to the Chairman of the Examination Offences Appeal Panel, whose decision shall be final.

Examination Offences Panel

- 2.91 There shall be an Examination Offences Panel, which shall be responsible for determining whether an examination offence has been committed and for determining the penalty. The Chairman of the Panel shall have authority to act on behalf of the Panel in cases where the offence has been admitted.
- 2.92 The Examination Offences Panel shall consist of:
- i. A Chairman, who shall be appointed by Academic Board from among the academic staff, and shall hold office for a period of three years. If for any reason the Chairman is unable to act, the Principal shall appoint an Acting Chairman.

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- ii. A member of the academic staff of a cognate department to that of the candidate (normally in the same faculty), nominated by the Academic Dean of that Faculty. Where a Panel is to consider two or more related cases involving candidates from more than one faculty, the Academic Secretary shall determine, in consultation with the Chairman of the Panel, which Academic Dean shall be invited to nominate.
 - iii. A member of the academic staff of the School of Laws drawn from a list established by Academic Board for this purpose.
 - iv. One full-time student drawn by lot from a list consisting of the student members of Academic Board and three full-time students nominated annually by the Students' Union Executive.
 - v. At the discretion of the Principal or nominee, the Panel may also include a member of the academic staff of another college of the University of London, drawn by lot from a panel established by Academic Board for this purpose.
- 2.93 The Chairman of the Examination Offences Panel shall be responsible for: chairing meetings of the Panel; at his/her discretion, acting on behalf of the Panel in determining the penalty in cases where the offence has been admitted; and considering appeals against a penalty imposed by a Head of Department in connection with an examination offence.
- 2.94 The Examination Offences Panel shall be responsible for determining its own procedures. The candidate may be assisted or represented by any person, and both the candidate and the Panel may submit written evidence and call witnesses. If the Panel determines that an examination offence has been committed, the candidate shall have the right to address the Panel in mitigation. The Academic Secretary or his/her nominee shall be secretary to the Panel.
- 2.95 In the event of the Panel being divided over a decision to be taken, the Chairman shall have a second and casting vote to determine the decision.

Penalties

- 2.96 When acting on behalf of the Panel, the Chairman of the Examination Offences Panel shall have authority to impose one or more of the following penalties:
- i. A formal reprimand.
 - ii. A requirement that the item of assessment be reworked and resubmitted.
 - iii. Failure in the element of assessment in which the offence occurred, with resit permitted, not pegged.
 - iv. Failure in the module of which the assessment forms a part, with the maximum mark on any resit/retake being limited to the minimum pass mark.
 - v. Failure in the module which the assessment forms a part, with no permission to resit the module.
 - vi. Invalidation of a portion of the diet of examination/assessment, but with no limit on the mark that may be awarded on resit, irrespective of the regulations for that programme of study.
 - vii. Invalidation of the whole diet of examination/assessment, but with no limit on the mark that may be awarded on a resit, irrespective of the regulations for that programme of study.
 - viii. Invalidation of the whole diet of examinations, with the maximum mark on any resits/retakes being limited to a bare pass.

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- 2.97 Where the penalty involves failure in the unit, the Chairman may require that the resulting mark of '0' be taken into account by the Examination Board when it is considering the candidate for the award of a qualification.
- 2.98 The Examination Offences Panel shall have authority to impose one or more of the following penalties:
- i. A formal reprimand.
 - ii. Failure in the item of assessment in which the offence occurred.
 - iii. Failure in the module of which the assessment forms a part, with the maximum mark on any resit/retake being limited to a bare pass.
 - iv. Failure in the module of which the assessment forms a part, and a bar on re-sitting/retaking the module.
 - v. Invalidation of a portion of the diet of examination/assessment, but with no limit on the mark that may be awarded on a resit, irrespective of the regulations for that programme of study.
 - vi. Invalidation of the whole diet of examinations, but with no limit on the mark that may be awarded on a resit, irrespective of the regulations for that programme of study.
 - vii. Invalidation of the whole diet of examinations, with the maximum mark on any re-sits/retakes being limited to a bare pass.
 - viii. Recommendation to the Principal that the student be suspended from the programme for a period of up to one academic year.
 - ix. Recommendation to the Principal that the student be suspended from the programme for a period of up to one academic year with the maximum mark to be achieved for any resits to be limited to a bare pass.
 - x. Recommendation to the Principal that the student be expelled from the College.
- 2.99 Where the penalty involves failure in the module, the Panel may require that the resulting mark of '0' be taken into account by the Examination Board when it is considering the candidate for the award of a qualification.
- 2.100 Where the penalty involves failure in the unit, but the candidate is not prohibited from resitting or retaking the module, any such further attempt will be in the subsequent academic year.

Appeals

- 2.101 A candidate shall have the right to appeal against a decision of the Panel, or of its Chairman, in writing to the Chairman of the Examination Offences Appeal Panel within ten days of receiving notification of the decision, on one or both of the following grounds:
- i. That the hearing was not held in accordance with these Regulations.
 - ii. Where the penalty involves the withholding of marks for all modules taken in that diet of examinations for a specified time or failure in the whole diet of examinations, or a recommendation to the Principal that the student be expelled from the College, that the penalty was excessive in relation to the offence.
- 2.102 The Chairman of the Examination Offences Appeal Panel shall have authority to reject an appeal on the grounds:
- i. That it has not been made in accordance with the provisions of this Regulation.

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- ii. Where the appeal is based on the argument that the penalty is excessive in relation to the offence, that there is no merit in the argument, and the penalty is in line with recommendations made by Academic Board.
- 2.103 Appeals shall be considered by an Examination Offences Appeal Panel, consisting of a Chairman, a member of academic staff drawn by lot from a panel established by Academic Board for this purpose, and a member of the academic staff with responsibilities for student welfare.
- 2.104 If the Review Panel supports an appeal made, it shall instruct the Academic Secretary to arrange for a rehearing before a new Examination Offences Panel. If the Review Panel supports an appeal made, it shall proceed to review the penalty.
- 2.105 The decision of the Review Panel shall be final, and not subject to further appeal.
- 2.106 The Academic Secretary shall present an annual report to Academic Board on all examination offences, however resolved.

Regulations Covering the Review of Examination Board Decisions

General

- 2.107 These Regulations cover:
- i. requests from students for a review of the decision of an examination board, *and*
 - ii. requests from students on the MBBS and BDS programmes of study for a review of the decision of the Progress Committee, where that decision arises from the students' failure in any part of the programme.
- 2.108 In these Regulations:
- i. 'Academic Secretary' shall include any member of Council and Academic Secretariat staff designated by the Academic Secretary to act for him/her, either with delegated authority, or in an individual case.
 - ii. the words 'Examination Board' shall be taken to include the Progress Committee, where the student is requesting a review of a decision of the Progress Committee in accordance with paragraph 1[b].

Examination Review Panel

- 2.109 The Examination Review Panel shall consist of:
- i. The Chairman, being a senior member of academic staff appointed by Academic Board to serve for a period of 3 years;
 - ii. One member of academic staff drawn from a panel appointed for this purpose by Academic Board;
 - iii. One member of academic staff currently serving as senior tutor;
 - iv. One student, being a member of the executive of the Students' Union nominated by the President of the Students' Union;
 - v. One lay member of Council nominated by the Chairman of Council.
- 2.110 With the exception of the Chair, the Examination Review Panel shall be individually constituted for each case, except where the Chair and the Academic Secretary

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determine, in discussion, that two or more cases are related. The quorum of the Panel shall be three.

- 2.111 No member of the Panel shall have had direct prior involvement with the case that is under consideration. If the Chair has had direct prior involvement in a case, other than as specified in paragraph 11 of these Regulations, the Principal or nominee shall appoint another senior member of academic staff to act as Chair in that instance.
- 2.112 The Academic Secretary or his/her nominee shall act as secretary of the Examination Review Panel.

Grounds for a Review of an Examination Board Decision

- 2.113 Any request for a review under this Regulation shall be made in writing by the student concerned to the Academic Secretary. The request shall normally be made within 21 days of the publication of the results of which a review is requested, although the Academic Secretary shall have discretion to consider requests received after this period where the student demonstrates good reason for the delay.
- 2.114 Requests for a review shall give the student's full name, programme and year of study, details of the decision of which a review is requested, and the grounds for the request.
- 2.115 Requests for review may be made on one or more of the following grounds:
- i. That the result as published was affected by an administrative error;
 - ii. That the examinations and/or the meeting of the Examination Board were not conducted in accordance with the appropriate Regulations and procedures of the College;
 - iii. That the student's performance was adversely affected by illness or other relevant factors which either the student had, for good reason, been unable to make known to the Examination Board at the appropriate time in accordance with the Academic Regulations, which the Examination Board had failed properly to take into account.
- 2.116 In paragraph 8[c], 'good reason' requires a student to demonstrate circumstances outside his/her control that prevented the relevant factors being disclosed to the Examination Board at the appropriate time. Personal embarrassment, or an unwillingness to disclose personal circumstances, will not, save in exceptional circumstances, count as a 'good reason' for the purposes of this Regulation.

Procedures for Consideration of Requests for Reviews

- 2.117 The Academic Secretary or nominee is responsible for investigating the request to determine whether there is sufficient evidence of a case to lay before a Panel. The request shall be that initially submitted by the student. Subsequent documentation shall not be accepted, unless it forms written proof of points covered in the initial submission (e.g. a medical certificate).
- 2.118 In considering the request, the Academic Secretary may interview the student concerned where the case is unclear or the student particularly requests it, consult the Chairman of the relevant Examination Board and the relevant module/programme organiser, and examine the records of the Examination Board and any other appropriate records. The Academic Secretary then presents his/her findings to the Chair of the Examination Review Panel, and they determine jointly whether there is

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sufficient evidence of a case for a review. The intention is to provide the student with a written decision within 28 days of the receipt of the original request.

- 2.119 Any request for a review may be rejected on the grounds that there is no *prima facie* case, where it is determined that the request is:
- i. Frivolous or vexatious.
 - ii. In the case of requests based on extenuating circumstances which have not previously been disclosed, fails to give any reason why the information was not made available earlier, or relies on reasons that a Panel has, in previous cases, ruled to be inadequate.
- 2.120 Where it is determined that there is not sufficient evidence of a case, the Academic Secretary shall write to the student giving full reasons for the decision. Any appeal against this decision should be made in accordance with the process set out in these Regulations.
- 2.121 Where it is determined that there is a *prima facie* case, the matter shall be referred to the Chair of the relevant Examination Board. Detailed reasons for this referral will be provided by the Chair of the Examination Review Panel and the Academic Secretary. If the Chair of the relevant Examination Board, in consultation with other Board members and External Examiners, disputes the reasons for a review of the Board's decision, the causes of dispute will be provided in writing, and the case shall be referred to an Examination Review Panel.
- 2.122 Where the Academic Secretary and the Chair of the Examination Review Panel are unable to agree on whether there is a *prima facie* case, the matter shall be referred to an Examination Review Panel.

Examination Review Panel

- 2.123 The student shall be given not less than ten days notice in writing of the date, time and location of the meeting of the Examination Review Panel.
- 2.124 No member of an Examination Board whose decision is under review shall be a member of the Examination Review Panel.
- 2.125 The Examination Review Panel shall have available to it the student's request for a review and any supporting evidence, copies of the relevant Regulations and marksheets, and copies of any other relevant information or statements, including a written report from the Chair of the relevant Examination Board. The Panel shall have the right to consult a candidate's answer scripts, where it deems this relevant, but it shall not review any aspect of an Examination Board decision which is solely a matter of academic judgement of an examiner or of the Examination Board. Save as otherwise provided for in these Regulations, all papers and proceedings of a Review Panel shall be confidential to its members and officers.
- 2.126 The Chair of the Examination Review Panel shall determine its procedures. The student shall be invited to attend the meeting, and may be accompanied by a friend who shall be entitled to assist or speak on his/her behalf. The student and/or friend shall be invited to speak to the request for a review. The members of the Panel may then ask the student any questions relevant to the case. The student may then make a final statement before retiring whilst the Panel considers its decision.
- 2.127 The Panel may invite the Chair of the Examination Board to present information to the Panel in person, but the student shall not normally be present when this occurs.

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- 2.128 The Panel shall inform the student of its decision, and the reasons for it. If a Panel upholds the request for the review, it shall refer the matter back to the Examination Board, together with its reasons for so doing. Where a decision is referred back to an Examination Board, the Chair of the Examination Board shall consult with the relevant module/programme organiser, the Academic Secretary, and the relevant External Examiners(s) as to the appropriate action to be taken. Where there is agreement, and the action is to the benefit of the student, the Chair of the Examination Board shall be entitled to act on behalf of the Board. In all other cases, the Examination Board shall be reconvened to reconsider the student's case.
- 2.129 A student who is dissatisfied with the outcome of a request for the review of an examination board decision may appeal to the Principal, or nominee, on the grounds that the review failed to follow the procedures laid down in these Regulations. The Principal or nominee will consider the case and determine the outcome of the appeal. The decision of the Principal's nominee is final.

Extenuating Circumstances

- 2.130 Extenuating circumstances are unforeseen circumstances that have had a negative impact on a student's performance in assessment.
- 2.131 The basic principle is that each student has an individual responsibility for submitting coursework on time, for presenting him/herself for written examinations at the appropriate time and place, and for submitting information on extenuating circumstances. Therefore the only relevant extenuating circumstances are those outside the student's control. Excuses such as misreading the timetable, forgetting to wind the alarm clock, or misjudging the time needed to revise are not valid.
- 2.132 The occurrence of a series of examinations in close succession cannot be considered as an extenuating circumstance as this is bound to occur with 1000 examinations timetabled over 22 days.
- 2.133 Extenuating circumstances must be presented in writing by the student as soon as possible after the assessment and in any case no less than 24 hours before the meeting of the relevant board. **Submissions by staff or other students cannot be accepted on behalf of a candidate.** The submission must be supported by documentary evidence; where evidence is awaited, the board can defer a decision, and authorise its Chair to act.

Approved:

Academic Board agreed on 6 June 2007 that the full regulations be approved by Chairman's action on the advice of QEC for implementation for 2007-08.

Approved by Chairman of Academic Board: 4 November 2007

Academic Regulations Part 3 – Undergraduate Programmes

Academic Regulations Part 3 - Assessment Regulations for Undergraduate Programmes

Scope

- 3.1 These regulations apply to all undergraduate programmes of study and modules⁴ of the College and all students registered for undergraduate programmes and modules of the College. Undergraduate programmes lead to an award of the College or the University of London.
- 3.2 The processes of enrolment and registration confirm a student's acceptance of the College's charter, statutes, ordinances, regulations, rules and other policies/codes of practice. This forms the basis of the contract between the College and its students.
- 3.3 The awards covered by these regulations are as follows:

University of London Awards

Certificate of Higher Education
Diploma of Higher Education
Foundation Degree in Arts (FdA)
Foundation Degree in Science (FdSc)
Bachelor of Arts (BA)
Bachelor of Dental Surgery (BDS)
Bachelor of Engineering (BEng)
Bachelor of Laws (LLB)
Bachelor of Medical Science (BMedSci)
Bachelor of Medicine and Bachelor of Surgery (MB,BS)
Bachelor of Science (BSc)
Bachelor of Science (Economics) (BSc (Econ))
Bachelor of Science (Engineering) (BSc (Eng))
Master of Engineering (MEng)
Master of Science (MSci)
Graduate Certificate
Graduate Diploma

College Awards

Foundation Certificate
Certificate of Higher Education
Diploma of Higher Education
Graduate Certificate
Graduate Diploma

Applicability

- 3.4 These regulations replace all previous versions of the Academic Regulations and are applicable to those students registering for the first year of a programme from 1 September 2007 with the exception of the following:

⁴ 'modules' refers to course, course unit, LLB subject, or any other approved unit of teaching that is assessed.

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- i. Students admitted with advanced standing to a subsequent (eg second) year of a programme. The regulations for the cohort joined apply to students joining with advanced standing.
- ii. Students transferred from another programme within the College to a subsequent (eg second) year of a different programme. The regulations for the cohort transferred to apply to internal transfer students.
- iii. Students changing programme duration (eg from a 4 year programme to a 3 year programme). The regulations for the cohort joined apply to students who have changed duration and may be different from these regulations.
- iv. Where the programme has existing approved special regulations.

General requirements

- 3.5 Students are enrolled with the College and registered for a programme and for modules in accordance with the requirements set out in Part 2 of the Academic Regulations. Students will have met all other general requirements as set out in Part 2 of the Academic Regulations.
- 3.6 Students are expected to have undertaken an approved programme of study, or approved combination of subjects under the course unit scheme and met the compulsory and core elements for progression from one developmental year to the next and for award.
- 3.7 A student who has been awarded a qualification of the College or the University may not subsequently present him/herself for re-examination for that award in the same subject or branch of study.
- 3.8 A student who is in debt to the College is not entitled to receive formal examination results, to progress from one year to the next, or to receive any award of the College or the University.

Developmental years

- 3.9 The term 'developmental year' refers to a year of full time study or the equivalent workload where the study is not full time. Where the study is not full time, a developmental year may be taken over a longer period of time than one academic year.
- 3.10 A developmental year normally comprises eight modules, or their equivalent. The progression points within programmes of study normally occur at the end of each developmental year. Students normally take 8 modules, or their equivalent, in a full-time academic year.

Extra-mural years

- 3.11 A student registered for a programme leading to an undergraduate award may, with the approval of Academic Board, or its delegated authority, elect to undertake an extra-mural year and extend the duration of his/her programme. Normally, the extra-mural year is spent with an organisation and/or undertaking an activity that is relevant to the student's programme. An extra-mural year does not normally count towards the classification of the award. A student interrupts his or her studies during the extra-mural year.

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Compulsory Year Abroad and Compulsory Placement Year

- 3.12 Except for LLB, where a programme includes a compulsory year abroad or compulsory placement year, this year has a value of two modules. The modules contribute towards the classification of the degree. For LLB, any requirements in relation to a compulsory year abroad are set out in the approved programme description/specification.

Invigilated examinations

- 3.13 A student may not be admitted to the invigilated examination for any module from which he/she has been deregistered or withdrawn.

Marks for student performance in individual modules

- 3.14 Marks are awarded for student performance in individual modules as follows:

Grade A	70% to 100%
Grade B	60% to 69%
Grade C	50% to 59%
Grade D	45% to 49%
Grade E	40% to 44%
Fail	0% to 39%

Requirements to pass a module⁵ and resit provisions

- 3.15 For all undergraduate awards, except for MB,BS and BDS, the pass mark for all forms of assessment and examination, and for an undergraduate module is 40%. The pass mark for MB,BS and BDS for all forms of assessment and examination and for an undergraduate module is 50%.
- 3.16 A module may comprise a number of elements of assessment and requirements that must be completed in order to pass. The Module Regulations specify the elements of assessment that must be passed, those that must be taken and those that are not compulsory.
- 3.17 In order to pass a module, a candidate is required to undertake the approved assessment for the module, meet all requirements for a pass as specified in the module regulations, and achieve a mark of 40% or more, or 50% or more for MBBS and BDS. Where the module comprises more than one element of assessment, these elements of assessment are normally aggregated to one overall mark for the module. The elements of assessment may be weighted as specified in the module regulations. The pass mark for an element of assessment is the same as that for the module.

Number of attempts

- 3.18 A maximum of three attempts is permitted to pass a module: a first attempt or first sit, and two resit attempts for all awards except for LLB, MBBS and BDS.

⁵ Module is used throughout to refer to course units, modules, MB,BS and BDS sections, and LLB subjects.

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- 3.19 For LLB there is a maximum of four attempts: a first attempt or first sit and three resit attempts.
- 3.20 For MB,BS and BDS there is a maximum of two attempts: one first attempt and one resit attempt; exceptionally, a third attempt may be permitted at the discretion of the Subject Examination Board, Degree Examination Board or Progress Committee.
- 3.21 In all cases, failure must be agreed by the Subject Examination Board before any resit takes place.

Failure of a module

- 3.22 A candidate who does not achieve the requirements to pass a module has failed that module. In most cases, this will result in a module mark lower than the pass mark of 40% or 50% for MBBS and BDS.
- 3.23 In some cases, it may be possible to achieve a module mark higher than the pass mark but fail the module where not all of the requirements, as set out in the approved module regulations, are met. Where a candidate fails to take an element of assessment required for a module (whatever its form), the mark for that element is 0%. This mark is used and aggregated according to the prescribed method to determine the module mark.
- 3.24 In all cases where the requirements for award are met the award is made. There is no further opportunity for a student to resit a failed module in an attempt to achieve a higher mark.

Resits

- 3.25 Normally, any resit takes place at the next available opportunity unless the Subject Examination Board specifies otherwise. Candidates are required to register for resits in accordance with the relevant procedure. Where a candidate fails to attend or complete the resit at the next available opportunity the missed resit counts as one of the permitted attempts.
- 3.26 A candidate is not permitted to resit elements of assessment that have been passed. Where the module has been passed but some elements of assessment have failed, a candidate is not permitted to resit any element of assessment.
- 3.27 Except for LLB, where the resit results in a pass, the mark for any element of assessment that a candidate resits, and the module mark, is pegged at the minimum pass mark regardless of the standard achieved by the candidate. For LLB results are not pegged and the mark achieved stands.
- 3.28 In the event of failure the Subject Examination Board has the discretion to determine an alternative form of assessment for the resit.
- 3.29 A resit does not involve attendance at classes and does not count towards the number of modules for which a candidate is registered during that academic year. The module mark for the resit in question is counted towards the developmental year in which the module was initially taken and not in the developmental year in which the resit was taken.

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- 3.30 Normally, for modules that have been discontinued and are no longer taught, examinations are only offered for one year after the discontinuation date. After that point, Subject Examination Boards may impose an alternative form of assessment.

First sits

- 3.31 Where a candidate has submitted evidence of extenuating circumstances that have impacted negatively on his/her performance, and these are accepted, the Subject Examination Board may grant a first sit in the affected assessments. Where a candidate attempts an element of assessment as a first sit, the mark achieved stands; a first sit mark is not pegged.
- 3.32 It is possible for a resit attempt to be a first sit resit. In any such cases, resit provisions apply, including pegged marks where the regulations require this. A first sit resit does not count towards the permitted number of attempts.

Retake

- 3.33 A Subject Examination Board may recommend to the Degree Examination Board that a candidate retake a module. A retake involves attendance at classes and completion of all elements of assessment whether previously failed or not. Except for LLB, MBBS and DBS, where a candidate retakes a module it counts towards the number of modules for which she/he is registered during that academic or developmental year (normally 8 modules).
- 3.34 The mark for a module that has been retaken following failure is not pegged at the pass mark; the mark achieved stands. A retake counts as one of the attempts permitted for the module, with resit provisions operating as though the module was taken for the first time during the retake.
- 3.35 With the exception of BDS, LLB and MBBS, where a module is retaken the mark achieved in the retake stands and is a mark for the developmental year in which the retake occurs. The mark for the original take becomes 0 and counts for the developmental year in which the module was originally taken. The classification of the award includes both the mark of 0 for the original take and the retake module mark.
- 3.36 Where a candidate has submitted evidence of extenuating circumstances that have impacted on his/her performance, and this is accepted by the Subject Examination Board, the Degree Examination Board may agree that the retake be taken on a part time basis rather than as one of the modules to be taken during the following developmental year. In such cases, the mark for the retake replaces the original mark for that module.
- 3.37 For LLB, MBBS and DBS, permission to retake normally requires a candidate to retake an entire academic year. Permission to retake is approved by the Subject Examination Board, Degree Examination Board or Progress Committee.

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Taking a module

- 3.38 A candidate who registers for a module is deemed to be taking that module or have taken it whether or not deregistration/withdrawal follows. A candidate who transfers to another module replaces the initial module taken with the one transferred to.
- 3.39 A mark is always awarded for a module that has been taken, in cases of deregistration/withdrawals. The mark awarded is normally the mark for any completed assessment up to the point of deregistration/withdrawal or 0%. There is no right of resit where deregistration/withdrawal occurs.

Completing a module

- 3.40 A candidate is deemed to have completed a module where one of the following outcomes occurs: pass the module, fail the module, deregistration, withdrawal from the module. Completion of a module is not contingent on passing it. Successful completion of a module is contingent on it being passed.

Drapers' Skills Award

- 3.41 The Drapers' Skills Award is a level three module that has a value of one module or 15 academic credit points and is regulated for as such in accordance with these regulations. A student may register for the Drapers' Skills Award and take it in addition to the number of modules normally permitted for an undergraduate programme. The Drapers' Skills Award is assessed in accordance with the requirements set out in the Module Proposal and approved by Academic Board or its delegated authority.
- 3.42 Candidates passing the module will receive the Award. The module does not count towards the requirements for any other award of the College or University unless specified in the programme regulations or special regulations for that programme. The Award appears on a candidate's transcript.

Aegrotat Provisions

- 3.43 The Subject Examination Board may recommend an aegrotat award to a candidate who has taken the full number of modules required for the award and was absent from the final examinations for the programme due to illness or other cause judged to be sufficient by the Subject Examination Board. Exceptionally, this may also apply to a candidate who was present at the examinations but considers that his/her performance was adversely affected by illness or other cause judged to be sufficient by the Subject Examination Board or the student has died.
- 3.44 A candidate who has met the requirements for the award for which he/she is registered cannot be considered for an aegrotat award. Where the award is to be classified, the Subject Examination Board will proceed to determine the classification in the normal way but may use its discretion to take account of the circumstances of the candidate when doing so.
- 3.45 Where a candidate has not taken the full number of modules, the Subject Examination Board considers the evidence available from other assessments to

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determine the likelihood of the candidate achieving the required standard for the award. If the Subject Examination Board agrees that the candidate would have achieved the required standard, a recommendation of aegrotat award is made.

- 3.46 Aegrotat awards are unclassified.
- 3.47 Where a candidate is offered an aegrotat award, he/she may accept the offer, and the award will be conferred, or decline the offer and take the missed or failed assessments as first sits, where applicable. A candidate who chooses to take the assessments ceases to be eligible for an aegrotat award. A candidate who chooses to accept the aegrotat award ceases to be eligible to take the missed or failed assessments.

Progression and award regulations for BA, BSc, BSc(Econ), BEng, BSc(Eng)

Module requirements for awards

- 3.48 Students are required to take 24 modules, equivalent to 8 modules per developmental year, normally with a minimum of 6 modules at academic level 3 and 6 modules at academic level 2, and to pass 18 modules to be eligible for award of BA, BSc, BSc (Econ), BEng or BSc(Eng). Modules at academic level 0 do not count for the purpose of meeting the requirement for award.
- 3.49 Students registered for a programme that includes a compulsory year abroad or compulsory placement year are required to take 26 modules, equivalent to 8 per developmental year and 2 for the placement year abroad, normally with a minimum of 6 modules at academic level 3 and 6 modules at academic level 2, and to pass 20 modules to be eligible for award.
- 3.50 Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the number of units is reduced accordingly.

Progression

- 3.51 In order to progress from one developmental year to the next, a candidate is required to meet any programme/pathway requirements and take and pass modules as follows:
- i. Foundation year to developmental year one: take eight modules and pass six.
 - ii. Developmental year one to developmental year two: take eight modules and pass six from developmental year one (excluding modules at academic level 0).
 - iii. Developmental year two to developmental year three: take eight modules in developmental year two and pass a total of twelve modules from developmental years one and two (excluding modules at academic level 0).
- 3.52 Exceptionally, at the discretion of the Subject Examination Board, a candidate who has passed five out of eight modules taken in a developmental year one and eleven out of sixteen modules at the end of developmental year two, may be permitted to progress and resit while studying for the next developmental year.

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- 3.53 For programmes that include a compulsory year abroad, or compulsory placement year, the progression requirement from the year abroad/placement year to the next developmental year is to take and complete two modules.
- 3.54 A candidate who fails to progress is permitted to resit failed modules as approved by the SEB, up to the permitted number of resits, or retake modules as approved by the DEB.
- 3.55 A candidate who has passed the required number of modules but has not met the programme or pathway requirements for progression due to failure in a core, or key module, may, subject to the approval of the Subject Examination Board:
- i. Transfer to another pathway or programme for which he/she has met the requirements.
 - ii. Retake/resit the required modules, either by part time study or as a part of the eight modules required for full time study the following year.
 - iii. For final year candidates, resit/retake the required modules or be awarded an alternative degree title.
- 3.56 A candidate who has met the progression requirement but has failed one or two modules is permitted to resit those failed modules in order to improve the mark achieved, as approved by the SEB. (The maximum module mark achievable being the minimum pass mark.)
- 3.57 For relevant programmes with an associated MEng/MSci, the SEB may recommend the transfer of candidates to these programmes where the approved requirements have been met.

Eligibility for award

- 3.58 To be eligible for the award of BA, BSc, BSc (Econ), BEng or BSc (Eng) a candidate must have:
- i. Met the requirements for the approved programme for which the candidate is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Met the module requirements for the award.
 - iv. Met the progression requirements at the end of each developmental year and be in the final developmental year.

Classification of award

- 3.59 The classification of award is based on the College Mark. The College Mark provides a weighted average across the modules taken by a candidate. In all cases, the mean is calculated as though the required number of modules was taken.
- 3.60 The College Mark is calculated by one of the following methods:

BSc, BEng and BSc(Eng)in Electronic Engineering, BSc (Econ), and BA in Geography

Developmental year three: two: one, weighted as follows: 6:3:1

BA (excluding BA in Geography), BEng and BSc(Eng) (excluding programmes in Electronic Engineering)

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Developmental year three: two: one, weighted as follows: 4:2:1

BA programmes in modern languages comprising 26 units

Developmental year four; compulsory year abroad; two; one, weighted as follows:
4:2:2:1

- 3.61 The College Mark is calculated to two decimal places and presented to the Subject Examination Board and Degree Examination Board as such.
- 3.62 The classification of honours is made according to the following scale:
- | | |
|-------------------------------|--------------------------------------|
| College Mark of 70% to 100% | First Class Honours |
| College Mark of 60% to 69% | Second Class Honours, Upper Division |
| College Mark of 50% to 59% | Second Class Honours, Lower Division |
| College Mark of 45% to 49% | Third Class Honours |
| College Mark of less than 45% | Pass Degree |
- 3.63 The SEB may recommend the award of a pass degree to a candidate who has taken 24 modules and passed 16 above level 0 and achieved a College Mark of 40% or more where the candidate's performance has been affected by extenuating circumstances acceptable to the SEB.
- 3.64 A candidate who has not achieved the module requirements for award of an honours degree but has been offered a pass degree may elect to resit failed modules, provided the maximum number of attempts has not been exhausted, in order to achieve an honours degree.
- 3.65 A candidate who has not met the requirements for BA, BSc, BSc (Econ), BEng or BSc (Eng) but has met the requirements for a lower level award of either Diploma or Certificate may be conferred the award for which the requirements have been met.

Field of study

- 3.66 The field of study is the title of award made to the candidate, based on the modules taken and completed. Field of study normally applies to those candidates studying for the course unit scheme.
- 3.67 The field of study or title of award for a given programme and, where applicable, pathway within that programme, is the title approved by Academic Board or its delegated authority.
- 3.68 For joint programmes offered through the course unit scheme, the field of study includes a maximum of two subjects and is specified as follows:
- Where modules in each of the two subjects have been taken in proportions where one subject has no less than 8 modules or one third of the curriculum whichever is less, the conjunction 'and' will be used, provided that this includes one or more final year modules.
 - Where modules in each of the two subjects are taken in differing proportions where the main subject has a minimum of 12 modules, or one half of the curriculum, whichever is the less; and the supporting subject has a minimum value of 6 modules, or one-quarter of the curriculum which ever is less, the

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conjunction 'with' is used, provided that this includes one or more final year modules.

Progression and award regulations for MEng and MSci

Module requirements for awards

- 3.69 Students are required to take and complete 32 modules, equivalent to 8 modules per developmental year, normally with a minimum of 6 at academic level M, 8 modules at academic level 3, 6 modules at academic level 2 and to pass 28 modules to be eligible for award of MEng or MSci.
- 3.70 Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved in accordance with the relevant academic regulations.

Progression

- 3.71 In order to progress from one developmental year to the next, a candidate is required meet any programme/pathway requirements and to pass modules as follows:
- i. Foundation year to developmental year one: pass six out of eight modules.
 - ii. Developmental year one to developmental year two: take eight modules and pass seven out of eight modules, from developmental year one (excluding units at academic level 0).
 - iii. Developmental year two to developmental year three: take eight modules and pass fourteen out of sixteen modules, from developmental years one and two.
 - iv. Developmental year three to developmental year four: for MEng, take eight modules and pass twenty-one out of twenty-four modules, from developmental years one, two and three and meet any approved threshold requirement that specifies a higher average level achievement than the pass mark; for MSci, take eight modules and pass twenty out of twenty-four modules, from developmental years one, two and three that specifies a higher average level achievement than the pass mark.
- 3.72 Exceptionally, at the discretion of the Subject Examination Board, a candidate who has passed the required number of modules for progression and achieved a mean of 40% over all eight modules for the developmental year, may be permitted to progress and resit while studying for the next developmental year.
- 3.73 A candidate who fails to progress is permitted to resit failed modules as approved by the SEB, up to the permitted number of resits, or retake modules as approved by the DEB.
- 3.74 A candidate who has passed the required number of modules, but has not met the programme or pathway requirements for progression due to failure in a core, or key module, or failed to meet the threshold requirements for the programme may, subject to the approval of the Subject Examination Board and Degree Examination Board:
- i. Transfer to another pathway or programme for which he/she has met the requirements.

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- ii. Retake the specific module(s) that is required, either by part time study or as a part of the eight modules required for full time study the following year.
- 3.75 A candidate who has met the progression requirement but has failed one or two modules is permitted to resit those failed units in order to improve the mark achieved as approved by the SEB. (The maximum module mark achievable being the minimum pass mark.)
- 3.76 Where a candidate met the progression requirements for an associated bachelors programme and has transferred to MEng or MSci, the progression requirements for the programme on which the student was registered are deemed to be sufficient up to the point of transfer.

Transfer to BEng, BSc (Eng), or BSc

- 3.77 The SEB may recommend transfer to BEng, BSc (Eng) or BSc where a candidate has not met the progression requirement for MEng or MSci but has met the approved requirements for BEng, BSc (Eng) or BSc. Transfer may result in some modules being discounted for the purpose of meeting the requirement of the programme transferred to.

Award of BEng, BSc (Eng), or BSc

- 3.78 The SEB may recommend the award of BEng, BSc (Eng), or BSc to those candidates who have not met the requirement for progression from developmental year three to developmental year four but have met the requirement for the award of BEng, BSc (Eng) or BSc.
- 3.79 A candidate in developmental year three may request to exit with BEng, BSc (Eng), or BSc.
- 3.80 Candidates joining the third year with advanced standing of an MEng/MSci programme who fail to progress at the end of developmental year three are not normally eligible for award of BEng, BSc(Eng), or BSc.

Eligibility for award

- 3.81 To be eligible for the award of MEng or MSci a candidate must have:
- i. Met the requirements for the approved programme for which the candidate is registered.
 - ii. Met the requirements for duration of registration.
 - iii. Met the module requirements for award.
 - iv. Met the progression requirements at the end of each developmental year and be in the final developmental year.

Classification of award

- 3.82 The classification of award is based on the College Mark. The College Mark provides a weighted average across the modules taken by a candidate. In all cases, the mean is calculated as though the required number of modules was taken.

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- 3.83 The College Mark is calculated by the methods set out below. Developmental years four: three: two: one are weighted as follows:

Programmes in the School of Biological and Chemical Sciences (except Pharmaceutical Chemistry): 6:6:3:1

Pharmaceutical Chemistry programmes in the School of Biological and Chemical Sciences: 4:3:2:1

Programmes in the Department of Computer Science: 6:6:3:1

Programmes in the Department of Electronic Engineering: 4:3:2:1

School of Mathematical Sciences: 4:4:2:1

Department of Physics: 6:6:3:1

Engineering programmes in the School of Engineering and Materials Science: 5:4:2:1

Materials programmes in the School of Engineering and Materials Science: 4:3:2:1

- 3.84 The College Mark is calculated to two decimal places and presented to the Subject Examination Board and Degree Examination Board as such.

- 3.85 The classification of honours is made according to the following scale:

College Mark of 70% to 100%	First Class Honours
College Mark of 60% to 69%	Second Class Honours, Upper Division
College Mark of 50% to 59%	Second Class Honours, Lower Division
College Mark of 45% to 49%	Third Class Honours
College Mark of less than 45%	Pass Degree

- 3.86 A candidate who has not met the requirements for MEng or MSci but has met the requirements for a lower level award of either BSc, BEng, BSc(Eng), Diploma or Certificate may be conferred the award for which the requirements have been met.

Progression and award regulations for LLB

Special regulations

- 3.87 Some programmes that lead to the award of BA have special regulations that mean that the organisation of the programme, and progression and award regulations operate as specified for LLB, not as above for BA.

Developmental years for LLB

- 3.88 The developmental years for the LLB are known as follows:

Developmental year one is referred to as intermediate level

Developmental year two is referred to as final level part I

Developmental year three is referred to as final level part II.

- 3.89 For programmes leading to LLB or BA utilising the LLB regulations, where there is a year abroad as a part of the approved programme, developmental year three is spent at a European university. Developmental year four is referred to as Final Part II.

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Subject requirements for awards

- 3.90 Modules are organised as 'subjects' within programmes leading to the award of LLB. Half modules, or half subjects, are available.
- 3.91 Students are required to take 12 subjects, 4 subjects or equivalent in each developmental year. Compulsory subjects are prescribed in the programme regulations.
- 3.92 Students registered for a programme that includes a compulsory year abroad at a European university during their third year are required to meet the requirements for that year in accordance with the approved programme regulations and any regulations in force by the host University.
- 3.93 Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the number of units is reduced accordingly.
- 3.94 Students on the two-year senior status programme are admitted directly to the second developmental year and are required to take 5 subjects in the second developmental year and 4 subjects, or the equivalent, in the third developmental year, as prescribed in the programme regulations.

Examinations

- 3.95 The Intermediate Examination will consist of written papers. The Final Examination, Part I and Part II, will consist of written papers, except that:
- i. Assessed course work may be required in any subject in addition to written papers, but shall not account for more than 25% of the total value of the examination in that subject;
 - ii. The examination in certain subjects, excluding those in the compulsory subjects (but including Jurisprudence) may, subject to the approval of the SEB be by essay in lieu of written paper, but the SEB has the discretion to require that a candidate taking the examination for any such subject on a second or subsequent occasion,

Progression and completion of final year Part II

- 3.96 In order to progress from one developmental year to the next, a candidate is required to take and pass all four subjects or equivalent undertaken in each developmental year as follows:
- i. Intermediate year to final year Part I: take and pass all subjects undertaken in the intermediate year in order to pass the examination; and
 - ii. Final year I to final year II: take and pass all subjects undertaken in the final year I in order to pass the examination.
- 3.97 In order to complete the Final Year Part II, a candidate is required to take and pass all subjects in order to pass the Part II examination...

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- 3.98 On re-entry, a candidate who has previously submitted a dissertation in accordance with the programme regulations and who:
- i. Satisfied the Examiners with respect to the dissertation, shall be credited with the mark previously obtained for the dissertation;
 - ii. Failed to satisfy the examiners with respect to the dissertation, shall be permitted to revise and resubmit the original dissertation, or to submit a dissertation on a new topic.
- 3.99 A candidate must pass all subjects in the Intermediate and Part I examinations in order to pass the examination. A candidate who fails to pass all the subjects, therefore the examination, will (except as provided below) be required to resit the whole examination, normally at the next available opportunity.
- 3.100 A candidate for the Intermediate or Part I examination who fails in only one subject or in one or two half subjects, may be referred in that subject or half subject(s) (ie permitted to sit a re-examination in the failed subject or half subjects at the next available opportunity). A candidate will be referred only if the failure is not serious and his/her performance in the other subjects is reasonably good. Referral may only be permitted on two occasions for each referred subject or half subject. A candidate who has been referred in two half subjects, and who passes in one half subject will be required to sit only the failed half subject on second referral. A candidate who is referred may complete the Intermediate or Part I examination, as the case may be, by re-sitting the referred subject or half subjects(s) on two occasions only, normally at the next available opportunity.
- 3.101 A candidate who fails the Part II examination will be required to resit the whole examination, including subjects that achieved a pass mark, normally at the next available opportunity.
- 3.102 For programmes that include a compulsory year abroad, or compulsory placement year, the progression requirement from the year abroad/placement year to the next developmental year (normally final year part II) is to take and pass the prescribed assessments for the year, including any assessments set by the host institution. These assessments are normally only a requirement for progression and do not contribute to the classification of the award.
- 3.103 The availability and timing of resits are determined at the discretion of the Subject Examination Board. Resits for LLB do not have pegged marks.
- 3.104 Progression may occur following either the Summer or Late Summer examinations for the award. The examinations offered in the Late Summer are not available to final year Part II candidates. The examinations offered in the Late Summer are only available to:
- i. Candidates who have been referred at the preceding Summer examinations.
 - ii. Candidates who have failed subjects and are not referred, and have been given permission by the SEB.
 - iii. Candidates who were unable, due to extenuating circumstances, to sit the whole or any part of the examination in the preceding Summer examinations.

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Eligibility for award

3.105 To be eligible for the award of LLB a candidate must have:

- i. Met the requirements for the approved programme for which the candidate is registered.
- ii. Met the requirements, in the case of a student on a programme involving a year of study at a European university, for the LLB.
- iii. Met the requirements for the duration of registration.
- iv. Met the module/subject requirements for the award.
- v. Met the progression requirements at the end of each developmental year and be in the final developmental year (final year part II).

Classification of award

3.106 The classification of award is based on a profile of marks achieved in Part I and Part II of the Final examination.

3.107 A candidate who has not met the requirements for LLB but has met the requirements for a lower level award of either Diploma or Certificate of Higher Education may be conferred the award for which the requirements have been met.

Award regulations for Bachelor of Medical Science (BMedSci)

Module requirements for awards

3.108 The award BMedSci is made to candidates who successfully complete an intercalated programme of study. The programme leading to BMedSci is only available to those candidates who are registered for MB,BS, BDS or BVetMed degrees of the University of London or equivalent programmes at other institutions in the UK and European Union where there is no break in studies between the other programme and the BMedSci. Additional admissions requirements may also apply to students wishing to enter the BMedSci; these are approved by Academic Board or its delegated authority.

3.109 Students are required to have completed at least six terms of the MB, BS, BDS or BVetMed. Students are required to take 8 modules over a period of one academic year and pass 6 modules. Modules at academic level 0 do not count for the purpose of meeting the requirement for award.

Eligibility for award

3.110 To be eligible for the award of BMedSci, a candidate must have:

- i. Met the requirements for the approved programme for which the candidate is registered.
- ii. Met the requirements for the duration of registration.
- iii. Met the module requirements for the award.

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Classification of award

3.111 The classification of award is based on the College Mark which is an average of the module marks taken by the candidate. In all cases, the mean is calculated as though the required number of modules taken.

3.112 The classification of honours is made according to the following scale:

College Mark of 70% to 100%	First Class Honours
College Mark of 60% to 69%	Second Class Honours, Upper Division
College Mark of 50% to 59%	Second Class Honours, Lower Division
College Mark of less than 45%	Third Class Honours

3.113 A Pass Degree is awarded to candidates who achieve a College Mark of less than 45%.

Progression and award regulations for BDS

3.114 These regulations are also approved by the General Dental Council (GDC).

Definitions for BDS

3.115 The following definitions are for terms used in relation to the BDS:

Stage refers to a discrete period of the programme of study. There are 3 Stages in the programme that leads to BDS. Stage one is the first three months of the programme; stage 2 is the next four calendar years and stage 3 is the final six months of the programme.

Part refers to a constituent part of the examinations and assessment leading to the degree of BDS.

Section refers to the component of the Part and is either Section A or Section B.

Core studies refers to compulsory elements of the BDS programme, which are organised as modules and threads

Module is a discrete portion of the programme within a stage.

Thread refers to a subject discipline which relates closely to the practice of dentistry.

Selected study modules and electives (SSMs) refers to modules which provide opportunities for choice of study area, for study in depth and for study periods spend outside the school. The range of SSMs available may vary from year to year. SSMs are assessed as part of continuous assessment.

Elective refers to a period of up to two weeks of selected study related to the programme.

Continuous assessment refers to in-course assessment and assessed course work.

Programme requirements for awards

3.116 Students are required to take, complete and pass all stages of the programme and to pass all five Parts of the BDS degree. The programme extends over a minimum period of 56 months.

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Exemptions

- 3.117 A student who has pursued in this or another university or institution in the United Kingdom, a programme of study which covers the material contained in Stage 1, Stage 2A and Stage 2B and has passed the examinations for these stages may be admitted directly to the remainder of Stage 2.
- 3.118 No exemptions are permissible for Stages 2C, 2D and Stage 3 or Parts 3, 4 or 5.
- 3.119 Candidates who enter the Graduate Entry Programme are exempt from Part 1 of the BDS but are required to complete continuous assessment in the first year in accordance with the programme regulations for the GEP.

Attendance and professional attitude and conduct

- 3.120 Students are required to attend all classes and clinical practice, and to submit work by the prescribed deadlines.
- 3.121 Professional behaviour encompasses personal honesty and integrity, self-awareness and thoughtful conduct towards patients, teaching and hospital staff and fellow students. It also includes attendance, punctuality, reliability, appropriate dress, and personal health and hygiene.
- 3.122 Professional attitude and conduct may be assessed at various points in the course using a variety of assessment, appraisal, self-evaluation and reporting techniques. A candidate whose professional behaviour is deemed to be less than satisfactory may be required to attend a specific remedial programme or be referred for counseling or health care, or be required to repeat a Stage of the programme to demonstrate improved performance.
- 3.123 Students whose attendance, professional attitude and conduct and/or quality of work are formally assessed as unsatisfactory may have their registration terminated.

Structure of examinations

- 3.124 Examinations for the award of BDS are in five Parts. Each Part is in two Sections: Section A and Section B. Each section comprises one or more compulsory assessments.

Compensation

- 3.125 Limited compensation may be permitted in elements in each Section A or B. The mark scheme for the relevant Part will state whether compensation may apply and gives details of the mechanism for weighting and combining marks from Section A Papers or Section B sub-sections. A threshold mark must be achieved in all examination papers for limited compensation to be permissible. Where one paper only has a mark between threshold and the pass standard and the mark for Section A overall is a pass, then Section A is '*passed by compensation*'.
- 3.126 Compensation between Section A and Section B is not permitted in any part of the BDS programme.

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Requirements to pass a Section, Part and Stage

- 3.127 The pass mark for BDS is 50.
- 3.128 The requirements to pass a Part are set out in the mark scheme for that part which specifies:
- i. The minimum requirements for satisfactory performance in continuous assessment.
 - ii. Whether limited compensation is permitted between any or all of the sections of Section A or B and the mechanism for such compensation.
 - iii. The requirements for re-sit examinations in the event of failure.
- 3.129 **To pass Section A**, candidates are normally required to pass separately in each written paper and in continuous assessment.
- 3.130 **To pass Section B**, candidates are normally required to pass the examinations for the Section which may be divided into sub-sections with weighted marks. Section B normally does not comprise continuous assessment.
- 3.131 A candidate who fails to reach the threshold of the continuous assessment sub section fails that component and fails the whole part. Incomplete assessment may also lead to failure. Any such failure may lead to exclusion from the Section A and B examinations for that Part. A candidate who has been excluded from the examinations for the non-completion or failure of continuous assessment may be required to repeat the Part or Stage , with attendance, or may have his/her registration terminated.
- 3.132 Where a candidate has been unable to complete the required continuous assessment due to acceptable extenuating circumstances, the Examination Board has the discretion to waive the minimum requirement subject to:
- i. The candidate having completed sufficient in-course assessments to satisfy the examiners that s/he has achieved an adequate command of the material.
 - ii. The quality of the completed in-course assessments being of a satisfactory standard; and
 - iii. The candidate passing any specified course work or written element.

Progress Review

- 3.133 A progress review is conducted in December of each year. The progress review considers each individual student in terms of his/her academic progress, professional standards and clinical practice. A student whose performance is considered to be unsatisfactory at the progress review will be warned and, if performance does not improve, may be withdrawn from the programme.

Progression for BDS

- 3.134 Progression takes place at the end of each Part.
- 3.135 To progress from Part 1 to Part 2 a candidate is required to pass Section A and Section B of Part 1.

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- 3.136 To progress from Part 2 to Part 3 a candidate is required to pass Section A and Section B of Part 2. A candidate who fails Part 2 may, at the discretion of the Subject Examination Board, be permitted to proceed to the first 3 months of the following stage pending the outcome of the resit examinations but will not be permitted to progress further until he/she has passed Part 2.
- 3.137 To progress from Stage 3 to Stage 4 a candidate is required to pass Section A and Section B of Part 3. A candidate who fails Part 3 may, at the discretion of the Subject Examination Board, be permitted to proceed to the first 3 months of the following stage pending the outcome of the resit examinations but will not be permitted to progress further until he/she has passed Part 3.
- 3.138 To progress from Stage 4 to Stage 5 a candidate is required to pass Section A and Section B of Part 4. A candidate who fails Part 4 may, at the discretion of the Subject Examination Board, be permitted to proceed to the first 3 months of the following stage pending the outcome of the resit examinations but will not be permitted to progress further until he/she has passed Part 4.

Eligibility for award

- 3.139 To be eligible for the award of BDS a candidate must have:
- i. Met the requirements for the approved programme for which the candidate is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Met the Stage and Part requirements for the award.
 - iv. Met the progression requirements at the end of each Part and be in Part 5 which is the final year.
- 3.140 A candidate who fails Part 5 may be permitted to re-sit any examination or assessment that has been failed. Permission to resit is granted by the Subject Examination Board and is subject to the candidate following additional studies as required by the Subject Examination Board. A candidate who fails the resit for Part 5 may exceptionally be permitted to re-sit all, or individual, Part 5 elements on one further occasion at the next opportunity (with or without further attendance) or may be required to withdraw from the programme.

Classification of award

- 3.141 The Subject Examination Board may award the degree 'with Honours'.
- 3.142 Honours are awarded on the basis of the aggregate marks achieved for each part of the Degree. A candidate who has a failure in any Part of the BDS programme is not eligible for distinction.
- 3.143 Merits and Distinctions are awarded in any Part to a candidate who achieves an aggregate mark of 60%/70% or more for the Part. Limited compensation may be permitted in Section A only for some parts of the BDS. The mark scheme for the relevant Part will state whether compensation may apply and gives details of the mechanism for weighting and combining marks. A threshold mark must be achieved in all examination papers for limited compensation to be permissible. Where one paper only has a mark between threshold and the pass standard and the mark for Section A overall is a pass, then Section A is '*passed by compensation*'.

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3.144 Compensation between Section A and Section B is not permitted in any part of the BDS programme.

Professional registration

3.145 A candidate who has been awarded BDS will be recommended for full registration by the General Dental Council only when he/she has successfully met the criteria for professional development and undergraduate study that the College regards as acceptable.

Progression and award regulations for MB,BS

3.146 These are also approved by the General Medical Council (GMC).

Definitions for MB,BS

3.147 The following definitions are for terms used in relation to the MB,BS

Stage refers to a discrete period of the programme of study. There are 5 Stages in the programme that leads to MB,BS. Each stage has a progression point at the end of it and represents one year of full time study.

Part refers to a constituent part of the examinations and assessment leading to MB,BS.

Section refers to the component of the part and is either Section A or Section B.

Core studies refers to elements of the MB,BS programme studied by all students, which are organised as studies of biomedical systems and of people and populations.

System refers to subjects and study of clinical medicine and its related disciplines. The 5 systems are: cardio-respiratory; metabolism; locomotor systems; human development; and brain and behaviour. Some elements of the programme may combine systems with other subjects/disciplines for integrated study.

People and populations refers to subjects/disciplines that relate to individuals and communities and are included within the systems. These may be studied as systems modules or separately.

Selected Study Modules (SSMs) refers to short periods of study which are selected by students and provide for in depth study. SSMs may occupy not less than one month of timetabled time in each year (or stage) of the programme and will have an upper limit of 30% of the total curriculum.

Scheme for selected study refers to the guidelines for, and organisation of, SSMs across the whole programme of study.

Elective refers to a period of up to six weeks of selected study related to the programme.

Continuous assessment refers to in-course assessment and assessed course work.

Programme requirements for awards

3.148 Students are required to take and complete all five stages of the programme and to pass all six parts of the MB,BS degree. The programme extends over a minimum period of 56 months.

Exemptions

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- 3.149 A student who has pursued in this or another university or institution in the United Kingdom a programme of study which covers the material contained in the first two academic years of the MB,BS and has passed the examinations for this may be admitted directly to the third year at Stage 3.
- 3.150 A dentist who has Diploma Membership of the Joint Dental Faculties of the Royal College of Surgeons of England (MJDF), Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of England (MFDS), Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of Edinburgh and Glasgow (MFDS), Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of Ireland (MFD) may be admitted directly to the third year at Stage 3. Such candidates may be required to undertake additional elements of study and assessment, if their prior educational experience deems this necessary
- 3.151 A dentist who has Diploma Membership of the Joint Dental Faculties of the Royal College of Surgeons of England (MJDF) may be admitted directly to the third year at stage 3.
- 3.152 A graduate, at a standard acceptable to the College, from an appropriate programme at an overseas university with which the College has established a memorandum of understanding may be admitted directly to the third year at stage 3.
- 3.153 No exemptions are permissible for Parts 3, 4 or 6. Some exemptions may be granted for Part 5, the final assessment of SSMS.

Attendance and professional attitude and conduct

- 3.154 Students are required to attend all classes and clinical attachments, and to submit work by the prescribed deadlines. Students are also expected to demonstrate the highest standards of professional attitude and conduct throughout the programme.
- 3.155 Professional behaviour encompasses personal honesty and integrity, self-awareness and thoughtful conduct towards patients, teaching and hospital staff and fellow students. It also includes attendance, punctuality, reliability, appropriate dress, and personal health and hygiene.
- 3.156 Professional attitude and conduct may be assessed at various points in the course using a variety of assessment, appraisal, self-evaluation and reporting techniques. A candidate whose professional behaviour is deemed to be less than satisfactory may be required to attend a specific remedial programme or be referred for counseling or health care, or be required to repeat a Stage of the programme to demonstrate improved performance.
- 3.157 Students whose attendance, professional attitude and conduct and/or quality of work are formally assessed as unsatisfactory may have their registration terminated. Students who fail to comply with any policy put in place by the School that applies to them may have their registration terminated.

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Structure of examinations

- 3.158 Examinations for the award of MB,BS are in six Parts. Parts 1, 2, 3, 4, and 6 examines core studies. Part 5 examines SSMs.
- 3.159 Each part is in two Sections: Section A and Section B. Each section comprises one or more compulsory assessments.

Compensation

- 3.160 Limited compensation may be permitted in Section A only for some parts of the MB,BS. The mark scheme for the relevant Part will state whether compensation may apply and gives details of the mechanism for weighting and combining marks from Section A Papers. A threshold mark must be achieved in all examination papers for limited compensation to be permissible. Where one paper only has a mark between threshold and the pass standard and the mark for Section A overall is a pass, then Section A is '*passed by compensation*'.
- 3.161 Compensation between Section A and Section B is not permitted in any part of the MB,BS programme.

Requirements to pass a Section, Part and Stage

- 3.162 The pass mark for MB,BS is 50%.
- 3.163 The requirements to pass a Part are set out in the mark scheme for that part which specifies:
- i. The minimum requirements for satisfactory performance in continuous assessment.
 - ii. Whether limited compensation is permitted between any or all of the sections of Section A and the mechanism for such compensation.
 - iii. The requirements for re-sit examinations in the event of failure.
- 3.164 To pass Section A, candidates are normally required to pass separately in each written paper and in continuous assessment.
- 3.165 To pass Section B, candidates are normally required to pass the examinations for the Section which may be divided into sub-sections with weighted marks. A candidate must also achieve an overall aggregate mark of pass. Section B normally does not include continuous assessment.
- 3.166 A candidate who fails any continuous assessment in Section A fails that component and Section A. Incomplete assessment may also lead to failure. Any such failure may lead to exclusion from the Section A and B examinations for that Part or Stage. A candidate who has been excluded from the examinations for the non-completion or failure in continuous assessment may be required to repeat the Stage (or part of Stage), with attendance, or may have his/her registration terminated.
- 3.167 Where a candidate has been unable to complete the required continuous assessment due to acceptable extenuating circumstances, the Examination Board has the discretion to waive the minimum requirement subject to:

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- i. The candidate having completed sufficient in-course assessments to satisfy the examiners that s/he has achieved an adequate command of the material;
- ii. The quality of the completed in-course assessments being of a satisfactory standard; and
- iii. The candidate passing any specified course work or written element.

The Assessment of Selected Study Modules

- 3.168 Part 5 of the programme examines the SSMs taken over the entire programme of study. Candidates are required to build a selection of SSMs, over the programme, in accordance with the Scheme for Selected Study.
- 3.169 Individual SSMs may be assessed by continuous assessment, by a final report, or by a combination of continuous assessment and final examination. Candidates who fail to complete the assessment for each SSM by the end of the timetabled period of that module will normally be failed in that module. Performance in an SSM is graded on the scale of A to E: grades where grades A to C are pass grades, grade D is a marginal fail that can be compensated by a grade of A or B in another SSM, and grade E is a clear fail which cannot be compensated.
- 3.170 Candidates must pass (with or without compensation):
- i. all SSMs taken in Stages 1 and 2 prior to entry to Stage 3 of the programme;
 - ii. all SSMs taken in Stages 1 to 4 prior to entry to Stage 5 of the programme
 - iii. all SSMs taken in Stages 1 to 5 for the award of Part 5 MB,BS
- 3.171 Candidates who fail an SSM may (at the discretion of the Subject Examination Board) re-submit coursework or repeat the assessment at a subsequent sitting, with attendance if required by the Examination Board, or may elect to take a different SSM as an alternative.
- 3.172 September re-sit examinations are not normally be held for SSM assessments.
- 3.173 A candidate who fails in SSMs as specified in requirement [a] will not be permitted to commence Stage 3 of study until s/he has redeemed the failure. A candidate who fails to meet requirement [b] will not be permitted to commence Stage 5 of study until s/he has redeemed the situation. A candidate who fails to meet requirement [c] may be permitted to take Part 6 MB,BS, but the award of the degree will be withheld until the requirements for Part 5 are met.
- 3.174 Where a candidate's failure to achieve the required record of achievement is solely due to extenuating circumstances, the Subject Examination Board has the discretion to waive the requirement for the purposes of progression only, subject to no candidate having more than one SSM outstanding at any point in the programme.
- 3.175 If a candidate is delayed by more than 12 months from entering Stage 3, or entering Stage 5, or from completing Stage 5, because of an unsatisfactory record of achievement in SSMs (other than by reason of extenuating circumstances acceptable to the Examination Board), s/he will be required to withdraw from the programme of study.
- 3.176 In order to satisfy the requirements of Part 5, candidates must have passed all SSMs (overall, or with compensation) as required by the *Scheme for Selected Study* by the end of Stage 5. Candidates who have failed the requirements for Part 5 by the due

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date must normally redeem any deficit.

- 3.177 The examiners may require a candidate to make use of the elective period to remedy any deficit in the SSMs.
- 3.178 If a candidate is delayed by more than 12 months from completing the requirements for the award of Part 5, as a result of an unsatisfactory record of achievement in SSMs (other than by reason of extenuating circumstances acceptable to the examiners), s/he shall be required to withdraw from the programme of study.
- 3.179 For each candidate awarded the Degree of MB,BS a transcript of the SSMs successfully completed, giving the grades attained, will be provided.

Progression for MB,BS

- 3.180 To progress from Stage 1 to Stage 2 a candidate is required to pass Section A and Section B of Part 1.
- 3.181 To progress from Stage 2 to Stage 3 a candidate is required to pass Section A and Section B of Part 2 and have a satisfactory record of achievement in SSMs for Stages 1 and 2.
- 3.182 To progress from Stage 3 to Stage 4 a candidate is required to pass Section A and Section B of Part 3.
- 3.183 To progress from Stage 4 to Stage 5 a candidate is required to pass Section A and Section B of Part 4 and have a satisfactory record of achievement in SSMs for Stages 1, 2, 3 and 4.

Eligibility for award

- 3.184 To be eligible for the award of MB,BS a candidate must have:
- i. Met the requirements for the approved programme for which the candidate is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Met the Stage and Part requirements for the award.
 - iv. Met the progression requirements at the end of each Stage and be in Stage 5 which is the final year.

Classification of award

- 3.185 The Subject Examination Board may award the degree 'with distinction' or 'with Merit'.
- 3.186 Distinctions are cited on the degree certificate because they may form a part of the University of London award. Merits are not cited on the degree certificate because they do not form a part of the University of London award.
- 3.187 A candidate who has a failure in any assessments used to calculate the award of Distinction is not eligible for that Distinction.

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3.188 The criteria for distinction is sustained excellence over a defined period of time. The standards required for the award of distinctions are determined by the Final MB,BS Degree Examination Board. The Board will only use marks obtained at first sittings and will apply either a criterion referencing or ranking system to target the top decile of the cohort for the award.

3.189 The following distinctions may be awarded to a candidate:

Distinction in Medical Sciences for excellence in Parts 1 and Parts 2.

Distinction in Clinical Science for excellence in Parts 3 and 4.

Distinction in Clinical Practice for excellence in Part 6.

3.190 A merit may be awarded to a candidate for any Part of the MB,BS programme. Merits will be awarded by the Degree Examination board for the relevant Part of the MB,BS degree. The Board will only use marks obtained at first sittings and will apply either a criterion referencing or ranking system to target the top quartile (or quintile) of the cohort for the award.

Award of BSc in Medical Sciences (exit with grace)

3.191 The award of BSc in Medical Sciences is an unclassified honours degree which may be awarded to a candidate who has passed Parts 1, 2 and 3 and SSM components of Stages 1 to 3 of the MB,BS who withdraws from the programme before meeting the requirements for MB,BS.

Progression and Award regulations for FdA and FdSc

Module requirements for awards

3.192 Students are required to take 16 modules, equivalent to 8 modules per developmental year, normally with a minimum of 6 modules at academic level 2 and 8 modules at academic level 1.

3.193 Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the number of units is reduced accordingly.

Progression

3.194 In order to progress from the first developmental year to the next, a candidate is required to meet any programme/pathway requirements and take and pass eight modules.

3.195 Exceptionally, at the discretion of the Subject Examination Board, a candidate who has passed seven out of eight modules may be permitted to progress from developmental year one to developmental year two and resit while studying for the next developmental year.

3.196 A candidate who fails to progress, is permitted to resit or retake failed modules as approved by the SEB and DEB. A candidate who fails a module on three occasions is deemed to have failed the programme and cannot achieve the award.

Eligibility for award

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3.197 To be eligible for the award of FdA or FdSc a candidate must have:

- i. Met the requirements for the approved programme for which the candidate is registered.
- ii. Met the requirements for the duration of registration.
- iii. Met the module requirements for the award.
- iv. Met the progression requirements and be in the final developmental year.

Classification of award

3.198 The classification of award is based on the College Mark. The College Mark provides a weighted average across all the modules taken by a candidate. Developmental years two: one are weighted as follows: 2:1.

3.199 The College Mark is calculated to two decimal places and presented to the SEB and DEB as such.

3.200 The classification of the foundation degree is made according to the following scale:

College Mark of 40% to 64%	Pass
College Mark of 65% to 69%	Merit
College Mark of 70% to 100%	Distinction

3.201 A candidate who has not met the requirements for FdA or FdSc but has met the requirements for a lower level award of Certificate may be conferred the award where the requirements have been met.

Progression to honours degree programmes

3.202 A candidate who has achieved merit or distinction in the FdA or FdSc will be offered admission to the appropriate developmental year of an associated honours degree programme.

Award Regulations for Diploma of Higher Education and Certificate of Higher Education

3.203 Diploma of Higher Education and Certificate of Higher Education are normally interim awards which may be recommended by Subject Examination Boards where a candidate fails to meet the requirements for the award of the relevant degree. A candidate may request to exit from the College with Diploma of Higher Education or Certificate of Higher Education where he/she does not intend to continue with the degree programme.

3.204 Where a programme is approved leading to Diploma of Higher Education or Certificate in Higher Education as its highest award, the requirements set out below apply.

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Module requirements for Diploma of Higher Education

- 3.205 Students are required to take 16 modules, equivalent to 8 modules per developmental year over 2 years, normally with a minimum of 6 modules at academic level 2 and to pass 12 units to be eligible for award of Diploma of Higher Education. Modules at academic level 0 do not count for the purpose of meeting the requirement for award.
- 3.206 Provisions for advanced standing may apply to Diploma of Higher Education candidates where individual cases allow for it and the advanced standing has been approved; in such cases the number of units is reduced accordingly.

Module requirements for Certificate of Higher Education

- 3.207 Students are required to take 8 modules and to pass 6 modules to be eligible for award of Certificate of Higher Education. Modules at academic level 0 do not count for the purpose of meeting the requirement for award.

Dip HE - Progression

- 3.208 In order to progress from one developmental year to the next, a candidate is required to take and pass modules as follows:
- i. Foundation year to developmental year one: take eight modules and pass six.
 - ii. Developmental year one to developmental year two: take eight modules and pass six from developmental year one (excluding courses at academic level 0).
- 3.209 Exceptionally, at the discretion of the Subject Examination Board, a candidate who has passed five out of eight modules taken in developmental year one, may be permitted to progress and resit while studying for developmental year two.
- 3.210 A candidate who fails to progress, may resit or retake failed modules as approved by the SEB.
- 3.211 A candidate who has passed the required number of modules at the required academic level but has not met the programme or pathway requirements for progression due to failure in a core, or key course, may, subject to the approval of the Subject Examination Board:
- i. Transfer to another pathway or programme for which he/she has met the requirements.
 - ii. Retake/resit the required module(s), either by part time study or as a part of the eight modules required for full time study the following year.
- 3.212 A candidate who has met the progression requirement but has failed one or two modules is permitted to resit or retake those failed units in order to improve the mark achieved as approved by the SEB or DEB (the maximum module mark achievable being the minimum pass mark).

Diploma of Higher Education - eligibility for award

- 3.213 To be eligible for the award of Diploma of Higher Education a candidate must have:

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- i. Met the requirements for the approved programme for which the candidate is registered.
- ii. Met the requirements for the duration of registration.
- iii. Met the module requirements for the award.
- iv. Met the progression requirements at the end of each developmental year and be in the final developmental year.

Certificate of Higher Education - eligibility for award

3.214 To be eligible for the award of Diploma of Higher Education a candidate must have:

- i. Met the requirements for the approved programme for which the candidate is registered.
- ii. Met the requirements for the duration of registration.
- iii. Met the module requirements for the award.

Classification of award

3.215 The classification of award is based on the College Mark. The College Mark provides a weighted average across all the modules taken by a candidate.

3.216 For DipHE developmental years two:one are weighted as follows: 2:1. The College Mark is calculated to two decimal places and presented to the SEB and DEB as such.

3.217 The classification of the CertHE and Dip HE is made according to the following scale:

College Mark of 40% to 64%	Pass
College Mark of 65% to 69%	Merit
College Mark of 70% to 100%	Distinction

3.218 A candidate who has not met the requirements for DipHE but has met the requirements for a lower level award of CertHE may be conferred the award where the requirements have been met.

Field of study

3.219 The field of study is the title of award made to the candidate, based on the modules taken and completed. Field of study normally applies to those candidates studying for the course unit scheme.

3.220 The field of study or title of award for a given programme and, where applicable, pathway within that programme, is the title approved by Academic Board or its delegated authority.

3.221 For joint programmes offered through the course unit scheme, the field of study includes a maximum of two subjects and is specified as follows:

- i. Where modules in each of the two subjects have been taken in proportions where one subject has no less than one third of the curriculum, the conjunction 'and' will be used.
- ii. Where modules in each of the two subjects are taken in differing proportions where the main subject has a minimum of or one half of the curriculum and the

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supporting subject has a minimum value of one-quarter of the curriculum, the conjunction 'with' is used.

Progression and award regulations for Grad Cert and Grad Dip

Module requirements for award of Graduate Certificate

3.222 Students are required to take 4 modules and pass 3 modules, normally with a minimum of 3 modules at academic level 3. Modules at academic level 0 do not count for the purpose of meeting the requirement for award.

Module requirements for award of Graduate Diploma

3.223 Students are required to take 8 modules and pass 6, normally with a minimum of 6 modules at academic level 3. Modules at academic level 0 do not count for the purpose of meeting the requirement for award.

Advanced standing

3.224 Advanced standing may be permitted up to one module, 25%, of the Graduate Certificate.

3.225 Advanced standing may be permitted up to two modules, 25%, of the Graduate Diploma.

3.226 For both the Graduate Certificate and Graduate Diploma the advanced standing should not be from credit that has previously been awarded at the same level.

3.227 Where advanced standing is permitted, the number of modules to be studied on the programme for the award is reduced accordingly.

3.228 A candidate who has completed a Graduate Certificate of the College, may be admitted to a programme leading to the associated Graduate Diploma with advanced standing to study the elements of the programme that are yet to be completed for the next award.

Progression

3.229 The individual programme regulations may specify any progression and review points.

Eligibility for award

3.230 To be eligible for the award of Graduate Certificate or Graduate Diploma a candidate must have:

- i. Met the requirements for the approved programme for which the candidate is registered.
- ii. Met the requirements for the duration of registration.
- iii. Met the module requirements for the award.
- iv. Met any progression requirements where they exist.

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Classification of award

- 3.231 The classification of award is based on the College Mark. The College Mark is an average of all module marks from the modules taken by a candidate to meet the requirements for the programme. In all cases, the mean is calculated as though the required number of modules has been taken.
- 3.232 The classification of the award degree is made according to the following scale:
- College Mark of 70% to 100% - Distinction
 - College Mark of 65% or more - Merit
 - College Mark of 50% to 64% - Pass
- 3.233 A candidate for Graduate Diploma who does not meet the requirements for award but meets the requirements for award of Graduate Certificate may be offered the award for which he/she is qualified.
- 3.234 A candidate who does not meet the requirements for award but is entitled to a resit, if successful, would be entitled to the award may elect to exit with the award of Graduate Certificate. Any such candidate will then not be eligible to take the resit examinations.

Progression and award regulations for Foundation Certificate

- 3.235 The award of Foundation Certificate is made to those candidate who have met the requirements of an approved programme of study leading to the award.

Approved:

Academic Board agreed on 6 June 2007 that the full regulations be approved by Chairman's action on the advice of QEC for implementation for 2007-08.

Approved by Chairman of Academic Board: 4 November 2007

Academic Regulations Part 4 - Assessment Regulations for Postgraduate Programmes

Scope

- 4.1 These regulations apply to all postgraduate programmes of study and modules of the College and all students registered for postgraduate programmes and modules of the College except research students.
- 4.2 The processes of enrolment and registration confirm a student's acceptance of the College's charter, statutes, ordinances, regulations, rules and other policies/codes of practice. This forms the basis of the contract between the College and its students.
- 4.3 The awards covered by these regulations are as follows:

University of London Awards

Master of Arts (MA)
Master of Business Administration (MBA)
Master of Clinical Dentistry (MCLinDent)
Master of Laws (LLM)
Master of Research (MRes)
Master of Science (MSc)
Postgraduate Diploma
Postgraduate Certificate

College Awards

Postgraduate Diploma
Postgraduate Certificate

Applicability

- 4.4 These regulations replace all previous versions of the Academic Regulations and are applicable to those students registering for the first year of a programme from 1 September 2007 with the exception of the following:
- 4.5 Students entering with advanced standing: the regulations for the cohort joined apply to students who have changed duration or interrupted.
- 4.6 Where the programme has existing approved special regulations.

Academic Credit

- 4.7 Normally a module represents one eighth of the taught component of a master's degree, equivalent to 15 credit points or one course unit. Normally the dissertation/research project comprises 4 modules, equivalent to 60 credit points or four modules.

Academic Regulations Part 4 – Postgraduate Programmes

General requirements

- 4.8 Students are enrolled with the College and registered for a programme and for modules in accordance with the requirements set out in Part 2 of the Academic Regulations. Students will have met all other general requirements as set out in Part 2 of the Academic Regulations.
- 4.9 Students are expected to have undertaken an approved programme of study and met any compulsory and core elements for progression and award.
- 4.10 A student who has been awarded a qualification of the College or the University may not subsequently present him/herself for re-examination for that award in the same subject or branch of study.
- 4.11 A student who is in debt to the College is not normally entitled to receive formal examination results, to progress, or to receive any award of the College or the University.

Taught component

- 4.12 The term 'taught component' refers to those elements of a postgraduate programme of that comprise approved modules, excluding the research project/dissertation.

Research project/dissertation

- 4.13 The term 'research project/dissertation' refers to the approved element of a postgraduate programme that comprises independent study and the production of a dissertation/project.

Invigilated Examinations

- 4.14 A student may not be admitted to the invigilated examination for any module from which he/she has been deregistered or has withdrawn.

Marks for student performance

- 4.15 Marks are awarded for student performance as follows:

Distinction	70% to 100%
Merit	65% to 69% (for LLM, 60%-69%)
Pass	50% to 64%
Fail	0% to 49%

Requirements to pass a module

- 4.16 The pass mark for a module and dissertation/project for a postgraduate programme is 50%. This is irrespective of the academic level of the module.
- 4.17 A module may comprise a number of elements of assessment and requirements that must be completed in order to pass. The pass mark for any element of assessment

Academic Regulations Part 4 – Postgraduate Programmes

for a postgraduate module is 50%. The Module Regulations specify those elements of assessment that must be passed, those that must be taken and those that are not compulsory.

- 4.18 In order to pass a module, a candidate is required to undertake the approved assessment for the module, meet all requirements for a pass as specified in the module regulations, and achieve a mark of 50% or more. Where the module comprises more than one element of assessment, these elements of assessment are normally aggregated to one overall mark for the module. The elements of assessment may be weighted as specified in the module regulations.

Number of Attempts

- 4.19 A maximum of two attempts are permitted to pass a module: a first attempt or first sit, and one resit attempt. Failure must be agreed by the Subject Examination Board before any resit takes place.

Failure of a Module

- 4.20 A candidate who does not achieve the requirements to pass a module will have failed that module. In most cases, this will result in a module mark lower than the pass mark of 50%.
- 4.21 In some cases, it may be possible to achieve a module mark higher than the pass mark of 50% but fail the module where not all of the requirements, as set out in the approved module regulations, are met. Where a candidate fails to take an element of assessment required for a module (whatever its form), the mark for that element is 0%. This mark is used and aggregated according to the prescribed method to determine the module mark.
- 4.22 In all cases where the requirements for award are met the award is made. There is no further opportunity for a student to resit a failed module in an attempt to achieve a higher mark.

Condonement

- 4.23 The examination board may condone failure in up to two modules where the candidate has achieved a Module Mark of 30% or more, up to a maximum of 30 credit points (2 modules), where the average achieved across all modules is 50% or greater. The exception to this is where the regulations for the award or special regulations do not permit condonement or specify a different requirement for condonement.

Resits

- 4.24 Where a candidate fails a module, the candidate may resit on one further occasion the failed elements of assessment for that module, as determined by the Subject Examination Board.
- 4.25 A candidate is not permitted to resit elements of assessment that have been passed. Where the module has been passed but some elements of assessment have been failed, a candidate is not permitted to resit any element of assessment.

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- 4.26 Except for LLM, the mark for any element of assessment that a candidate resits, and the module mark, will be pegged at the minimum pass mark of 50% regardless of the standard of achievement by the candidate. For LLM, resits are not pegged.
- 4.27 In the event of failure the Subject Examination Board has the discretion to determine an alternative form of assessment for the resit.
- 4.28 A resit does not involve attendance at classes and will not count towards the number of modules for which a candidate is registered during that academic year.
- 4.29 Normally, for modules that have been discontinued, examinations are only offered for one year after the discontinuation date. After that point, Subject Examination Boards may impose an alternative form of assessment.

First sits

- 4.30 Where a candidate has submitted evidence of extenuating circumstances that have impacted negatively on his/her performance, and this is accepted, the Subject Examination Board may grant a first sit in the affected assessment. Where a candidate attempts an element of assessment as a first sit, the mark achieved stands; a first sit mark is not pegged.

Retake

- 4.31 A Subject Examination Board may require a candidate to retake a module. A retake involves attendance at classes and completion of all elements of assessment whether previously failed or not. Where a candidate retakes a module, it counts towards the number of modules for which a candidate is registered during that academic year.
- 4.32 The mark for a module that has been retaken following failure is pegged at the pass mark. A retake counts as one of the two attempts permitted for the module.

First take

- 4.33 Where a candidate has submitted evidence of extenuating circumstances that have impacted on his/her performance, and this is accepted by the Subject Examination Board, the retake may be granted as a first take. Where a candidate is granted a first take of a module, it counts towards the number of modules for which he/she is registered during that academic year. The mark for a first take is not pegged. A first take replaces one of the two attempts permitted for the module, replacing the attempt discounted due to extenuating circumstances.

Taking and completing a module

- 4.34 A candidate who registers for a module is deemed to be taking that module or have taken it whether or not deregistration/withdrawal follows. A candidate who transfers to another module replaces the initial module taken with the one transferred to. A mark is always awarded for a module that has been taken, in cases of deregistration/withdrawal. The mark will normally be the mark for any completed assessment up to the point of deregistration/withdrawal.

Academic Regulations Part 4 – Postgraduate Programmes

- 4.35 There is no right of resit where deregistration/withdrawal occurs.
- 4.36 A candidate is deemed to have completed a module where one of the following outcomes occurs: pass the module, fail the module, deregistration/withdrawal from the module.

Aegrotat Provisions

- 4.37 The Subject Examination Board may recommend an aegrotat award to a candidate who has taken the full number of modules required for the award and was absent from the final examinations for the programme due to illness or other cause judged to be sufficient by the Subject Examination Board. Exceptionally, this may also apply to a candidate who was present at the examinations but considers that his/her performance was adversely affected by illness or other cause judged to be sufficient by the Subject Examination Board.
- 4.38 A candidate who has met the requirements for the award for which he/she is registered cannot be considered for an aegrotat award. Where the award is to be classified, the Subject Examination Board will proceed to determine the classification in the normal way but may use its discretion to take account of the circumstances of the candidate when doing so.
- 4.39 Where a candidate has not taken the full number of modules, the Subject Examination Board considers the evidence available from other assessments to determine the likelihood of the candidate achieving the required standard for the award. If the Subject Examination Board agrees that the candidate would have achieved the required standard, a recommendation of aegrotat award is made.
- 4.40 Aegrotat awards are unclassified.
- 4.41 Where a candidate is offered an aegrotat award, he/she may accept the offer and the award will be conferred or decline the offer and take the missed or failed assessments as a first sit where applicable. A candidate who chooses to take the assessments ceases to be eligible for an aegrotat award. A candidate who chooses to accept the aegrotat award ceases to be eligible to take the missed or failed assessments.

Progression and Award Regulations for MA, MSc, MBA

Module requirements for awards

- 4.42 Students are required to take 12 modules (180 credit points), normally comprising a dissertation/project of 4 modules (60 credit points) and taught component of 8 modules (120 credit points) where a total of 10 modules, including the dissertation/project, (150 credit points) must be at level M. Of this, a minimum of 10 modules (150 credit points) must be passed including the research project/dissertation; any failed modules must fall within provision for condonement.
- 4.43 Any credit not at level M, must be at academic level 2 or higher.

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- 4.44 The examination board may condone failure in two modules (30 credit points) where the candidate has achieved 30% or more, where the average achieved across all modules is 50% or greater. The dissertation/project cannot be condoned.

Advanced standing

- 4.45 Advanced standing may be permitted up to two modules, (30 credit points) or 25% of the taught component of an MA, MSc, MBA. In such cases the number of modules taken on the programme for the award is reduced accordingly.
- 4.46 A candidate who has completed a Postgraduate Certificate or Postgraduate Diploma at the College, may be admitted to a programme leading to the associated master's degree with advanced standing. In such cases, the candidate would study the elements of the programme that are yet to be completed for the award; normally this is the dissertation/project element.

Progression

- 4.47 The individual programme regulations may specify that the taught component must be taken and passed before a candidate progresses to the dissertation/project. Where this is the case, progression is considered and agreed by the relevant Subject Examination Board.
- 4.48 In all cases where a formal progression point is a part of the programme regulations:
- i. A candidate who fails to progress, may resit failed modules in accordance with these regulations.
 - ii. The requirement for progression is normally the requirement for the award of Postgraduate Diploma.
- 4.49 A candidate who has met the requirement for progression based on the number of modules taken and passed, but has not met the programme or pathway requirements for progression due to failure in a core, or key, module may, subject to the approval of the Subject Examination Board:
- i. Transfer to another pathway or programme for which he/she has met the requirements.
 - ii. Retake the specific module(s) that is required, either by part time study or as a part of the eight modules required for full time study the following year.
- 4.50 A candidate who has met the progression requirement but has failed one or two modules is permitted to resit or retake those failed units in order to improve the mark achieved provided that the requirements for award have not been met. (The maximum Module Mark achievable is the minimum pass mark.).

Eligibility for award

- 4.51 To be eligible for the award of MA, MSc or MBA a candidate must have:
- i. Met the requirements for the approved programme for which the candidate is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Met the requirements for the number of modules to be taken.

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- iv. Met the progression requirements where they exist.
- v. Passed all modules for the taught component of the programme or, for candidates with advanced standing, have passed the required number of modules (normally no less than 6 modules or 75% of the programme).
- vi. Passed the dissertation/project.

Classification of award

- 4.52 A candidate is classified when the requirements for awards are met. The classification of award is based on the College Mark and achievement in the dissertation/project.
- 4.53 The College Mark is the mean average mark achieved across all the modules in the taught component and the dissertation/project taken by a candidate up to the maximum number of modules for the programme.
- 4.54 The classification of the degree is made according to the following scale:
- College Mark of 70% to 100% and mark of 65% or more in dissertation/project - Distinction
College Mark of 65% or more - Merit
College Mark of 50% to 64% - Pass
- 4.55 Programmes are permitted to approve special regulations that provide a variation of this scheme as follows:
- College Mark of 70% to 100% and mark of 70% or more in the dissertation/project – Distinction.
College Mark of 65% or more and mark of 65% or more in dissertation/project – Merit.
College Mark of 50% or more – Pass
- 4.56 A candidate for MSc, MA or MBA who does not meet the requirements for award but meets the requirements for award of Postgraduate Diploma or Postgraduate Certificate is offered the award for which he/she is qualified.
- 4.57 A candidate for MSc, MA or MBA who does not meet the requirements for award but is entitled to a resit may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate where the requirements for that award are met. Any such candidate will then not be eligible to take the resit examinations.

Progression and Award Regulations for LLM

Module requirements for awards

- 4.58 Students are required to take and pass 4 modules (180 credit points), normally where each module has a value of 45 credit point modules.
- 4.59 The dissertation is normally one module (45 credit points). The dissertation is normally 15,000 words. It may be possible for a student to take more than one dissertation module.

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- 4.60 The examination board may condone failure in one module (45 credit points) where the candidate has achieved 45% or more, up to a maximum of 45 credit points, where the average achieved across all modules is 50% or greater.
- 4.61 Students are required to undertake the required assessment for all taught modules for which they are registered before submitting a dissertation in fulfilment of any dissertation module.

Advanced standing

- 4.62 Advanced standing may be permitted up to one module (45 credit points). In such cases the number of modules taken on the programme is reduced accordingly.
- 4.63 A candidate who has completed the Postgraduate Certificate or Postgraduate Diploma of the College, may be admitted to a programme leading to the associated masters' degree with advanced standing to study the elements of the programme that are yet to be completed for the next award, normally a master's degree.

Eligibility for award

- 4.64 To be eligible for the award of LLM a candidate must have:
- i. Met the requirements for the approved programme for which the candidate is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Met the requirements for the number of modules to be taken.
 - iv. Met the progression requirements where they exist.
 - v. Passed all modules for the taught component of the programme or, for candidates with advanced standing, have passed the required number of modules (normally no less than 3 modules or 75% of the programme).

Classification of award

- 4.65 The classification of award is based on the College Mark and achievement in the dissertation/project.
- 4.66 The College Mark is the mean average mark achieved across all the module in the taught component and the dissertation/project taken by a candidate, whether or not they have been completed. In all cases, the mean is calculated as though the required number of modules was taken. Where a student resits one or more modules, the College Mark is calculated using the actual mark achieved in the resit assessment(s).

College Mark of 70% to 100% - Distinction

College Mark of 60% or more - Merit

College Mark of 50% to 59% - Pass

- 4.67 A candidate for LLM who does not meet the requirements for award but meets the requirements for award of Postgraduate Diploma or Postgraduate Certificate is offered the award for which he/she is qualified.
- 4.68 A candidate for LLM who does not meet the requirements for award of LLM but is entitled to a resit may elect to exit with the award of Postgraduate Diploma or

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Postgraduate Certificate where the requirements for that award are met. Any such candidate is then not be eligible to take the resit examinations.

Progression and Award Regulations for MRes

Module requirements for awards

4.69 Students are required to take and pass 12 modules (180 credit points). Of this, a minimum of 10 modules (150 credit points) must be at academic level M. Any credit not at level M, must be at academic level 2 or higher.

Advanced standing

4.70 Advanced standing may be permitted up to two modules, (30 credit points) of the taught component where the advanced standing has not been part of an award at the same level. In such cases the number of units is reduced accordingly.

4.71 A candidate who has completed the Postgraduate Certificate or Postgraduate Diploma at the College may be admitted to a programme leading to the associated masters' degree with advanced standing to study the elements of the programme that are yet to be completed for the next award, normally a master's degree.

Progression

4.72 The individual programme regulations may specify that the taught component must be taken and passed before a candidate progresses to the dissertation/project. Where this is the case, progression is considered and agreed by the relevant Subject Examination Board.

4.73 In all cases where a formal progression point is a part of the programme regulations:

- i. A candidate who fails to progress may resit failed modules in accordance with these regulations.
- ii. The requirement for progression is normally the requirement for the award of postgraduate diploma.

4.74 A candidate who has met the requirement for progression based on the number of units taken and passed, but has not met the programme or pathway requirements for progression due to failure in a core, or key module may, subject to the approval of the Subject Examination Board:

- i. Transfer to another pathway or programme for which he/she has met the requirements.
- ii. Retake the specific module(s) that is required, either by part time study or as a part of the eight modules required for full time study the following year.

4.75 A candidate who has met the progression requirement but has failed one or two modules is permitted to resit or retake those failed units in order to improve the mark achieved.

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Eligibility for award

4.76 To be eligible for the award of MRes a candidate must have:

- i. Met the requirements for the approved programme for which the candidate is registered.
- ii. Met the requirements for the duration of registration.
- iii. Met the requirements for the number of modules to be taken.
- iv. Met the progression requirements where they exist.
- v. Passed all modules for the taught component of the programme or, for candidates with advanced standing, have passed the required number of modules.
- vi. Passed the dissertation/project.

Classification of award

4.77 The classification of award is based on the College Mark and achievement in the dissertation/project.

4.78 The College Mark is the mean average mark achieved across all the modules in the taught component and the dissertation/project taken by a candidate up to the maximum number of modules for the programme.

4.79 The classification of the degree is made according to the following scale:

College Mark of 70% to 100% and mark of 70% or more in dissertation/project - Distinction
College Mark of 65% or more - Merit
College Mark of 50% to 64% - Pass

4.80 Programmes are permitted to approve special regulations that provide a variation of this scheme where for award of merit, a minimum of 65% must be achieved in the dissertation/project in addition to the College Mark.

4.81 A candidate for MRes who does not meet the requirements for award but meets the requirements for award of Postgraduate Diploma or Postgraduates Certificate is offered the award for which he/she is qualified.

4.82 A candidate for MRes who does not meet the requirements for award but is entitled to a resit may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate. Any such candidate will then not be eligible to take the resit examinations.

Progression and Award Regulations for Assessment regulations MClinDent

Period of study

4.83 The normal period for full time study is a minimum of two years or the equivalent period of part time study.

Academic Regulations Part 4 – Postgraduate Programmes

Module requirements for awards

4.84 Students are required to take and pass modules and examinations for each part of the award, which reflect the particular specialism of the award, as follows:

Part 1: the scientific basis of dental care

Part 2: combined dental and other dental therapy

Part 3: assessment of a report or dissertation of up to 30,000 words.

Advanced standing and exemptions

4.85 A student who has obtained an MSc degree in the same specialist area of Dentistry of the University of London or elsewhere which contains taught and dissertation components equivalent to those for the MClinDent may be exempted from the first year of the programme and the Part 1 and Part 3 examinations. Any such candidate will be required to complete part 2 of the programme.

4.86 In other cases considered appropriate by the Dental Dean, advanced standing may be granted for up to 25% of the taught element of the programme (ie part 1 and part 2).

Progression

4.87 A candidate is required to pass all of Part 1 in order to progress from Part 1 to Parts 2 and 3. A candidate who fails to progress, may resit failed modules in accordance with these regulations and advice for additional studies as determined by the Dental Dean.

Eligibility for award

4.88 To be eligible for the award of MClinDent a candidate must have:

- i. Met the requirements for the approved programme for which the candidate is registered.
- ii. Met the requirements for the period of study.
- iii. Met the requirements for the number of modules to be taken.
- iv. Met the progression requirements.
- v. Passed all modules and parts of the programme.

Classification of award

4.89 The classification of award is based on the College Mark and achievement in the dissertation/project.

4.90 The College Mark is the mean average mark achieved across all modules in the taught component and the dissertation/project taken by a candidate.

4.91 A distinction is awarded to a candidate who has shown exceptional merit in the examination and a mark of merit is awarded to a candidate who has shown exceptional ability in the practical (clinical) part of the examination.

Academic Regulations Part 4 – Postgraduate Programmes

Progression and Award Regulations for PgCert and PgDip

Module requirements for award of Postgraduate Certificate

- 4.92 Students are required to take and pass 4 modules (60 credit points). Of this, a minimum of 3 modules (45 credit points) must be at academic level M; any credit not at level M must be at academic level 2 or higher.
- 4.93 For PgCert, the modules taken are part of the taught component.

Module requirements for award of Postgraduate Diploma

- 4.94 Students are required to take and pass 8 modules (120 credit points). Of this, a minimum of 6 modules (90 credit points) must be at academic level M; any credit not at level M, must be at academic level 2 or higher.
- 4.95 The examination board may condone a student's failure in modules to the value of not more than 2 modules (30 credit points) for PGDip and one module (15 credit points) for PGCert where the student's average mark over all taught modules is 50% or more and the mark in the failed module is 30% or more.
- 4.96 For PGDip the modules taken may comprise either the taught component of a master's programme or a combination of taught modules and the research project/dissertation.

Advanced standing

- 4.97 Advanced standing may be permitted up to one module, 15 credit points, 25% of the Postgraduate Certificate.
- 4.98 Advanced standing may be permitted up to two modules, 30 credit points or 25% of the Postgraduate Diploma.
- 4.99 For both PGDip and PGCert the advanced standing should not be from credit that has previously been awarded at the same level.
- 4.100 Where advanced standing is permitted, the number of modules to be studied as the College is reduced accordingly.
- 4.101 A candidate who has completed the Postgraduate Certificate of the College, may be admitted to a programme leading to the associated postgraduate diploma or masters' degree with advanced standing to study the elements of the programme that are yet to be completed for the next award.

Progression

- 4.102 The individual programme regulations may specify any progression and review points.

Academic Regulations Part 4 – Postgraduate Programmes

Eligibility for award

4.103 To be eligible for the award of Postgraduate Certificate or Postgraduate Diploma a candidate must have:

- i. Met the requirements for the approved programme for which the candidate is registered.
- ii. Met the requirements for the duration of registration.
- iii. Met the requirements for the number of modules to be taken.
- iv. Met the progression requirements where they exist.
- v. Passed all modules for the taught component of the programme or, for candidates with advanced standing, have passed the required number of modules in each.

Classification of award

4.104 The classification of award is based on the College Mark. The College Mark is an average of all module marks from the modules taken by a candidate to meet the requirements for the programme, whether or not they have been completed. In all cases, the mean is calculated as though the required number of modules has been taken.

4.105 The classification of the award degree is made according to the following scale:

- College Mark of 70% to 100% - Distinction
- College Mark of 65% or more - Merit
- College Mark of 50% to 64% - Pass

4.106 A candidate for Postgraduate Diploma who does not meet the requirements for award but meets the requirements for award of Postgraduate Certificate is offered the award for which he/she is qualified.

4.107 A candidate who does not meet the requirements for award but is entitled to a resit that, if successful, would mean that he/she is entitled to the award may elect to exit with the award of Postgraduate Certificate. Any such candidate will then not be eligible to take the resit examinations.

Approved:

Academic Board approved the pegging of postgraduate resit marks on 6 June 2007.

Academic Board agreed on 6 June 2007 that the full regulations be approved by Chairman's action on the advice of QEC for implementation for 2007-08.

Approved by Chairman of Academic Board: 4 November 2007